

Create Non-Federal Amount-Based Contract Overview

Amount-based contracts are used to bill a fixed price contract monthly, for varying amounts. An amount-based contract line allows you to bill a fixed amount against a single project/activity combination. Amount-based products allow the same project/activity combination to be associated with more than one contract line.

In order to create an amount-based contract, you must first create an amount-based product. When creating an amount-based product in Cardinal you will first create the **Product Definition**, assign the **Product Group**, and finally associate the new **Product** with a **Distribution Set** and **Distribution Code**. The accounting distribution information on the **Accounting Distribution** page defaults from the **Distribution Sets** and **Distribution Codes**.

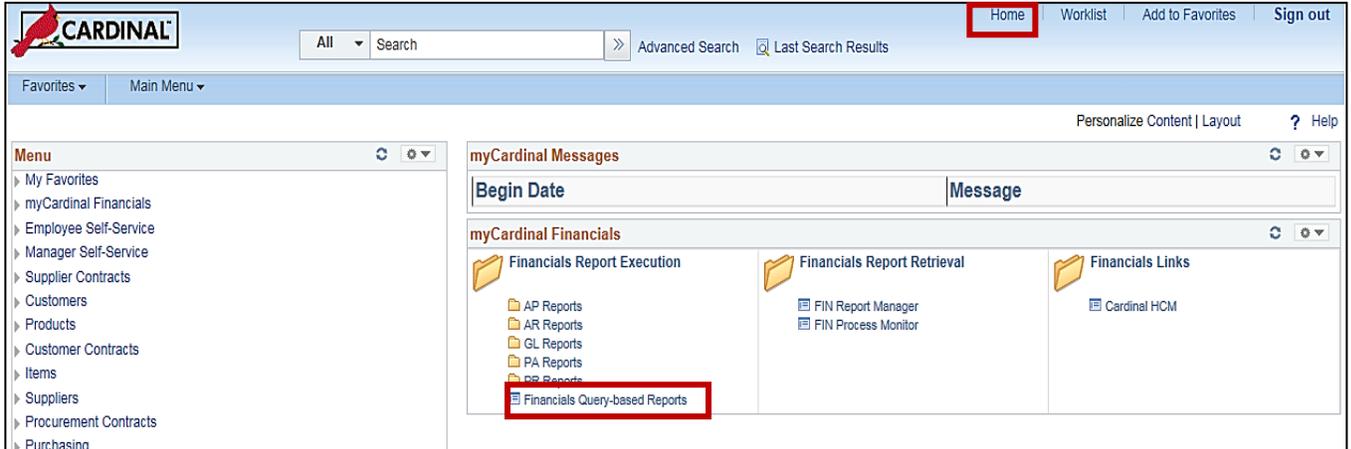
Once the **Product** has been created and associated with a **Revenue/Billing Plan Template** and **Distribution Code** it can be reused on any amount-based contract line.

Table of Contents

Confirm Amount-Based Product.....	2
Confirm Distribution Code	4
Create Distribution Code	6
Create an Amount-Based Product.....	9
Create a Non-Federal Amount-Based Contract.....	17
Enter Contract General Information	18
Enter Contract Line Information.....	21
Enter Contract Terms and Related Projects	23
Update the Accounting Distribution.....	25
Allocate Amounts	30
Activate the Contract	38

Confirm Amount-Based Product

Before creating an Amount-Based Product, search to see if the Amount-Based Product already exists which contains the COA string needed.



1. Run the **Customer Contract Products** query. Access this query by going to the Cardinal Home page and clicking the **Financial Based Query-based Reports** link.



2. The **Query Viewer** page displays. In begins with field, enter **V_PA_CUST_CONTRACT_PRODUCTS**.
3. Click the **Search** button.
4. Click the **HTML** link.

V_PA_CUST_CONTRACT_PRODUCTS - Customer Contract Products

Business Unit

Product ID(% for all)

Product Group(% for all)

Account(% for all)

Dept ID (% for all)

Fund (% for all)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(41 kb\)](#)

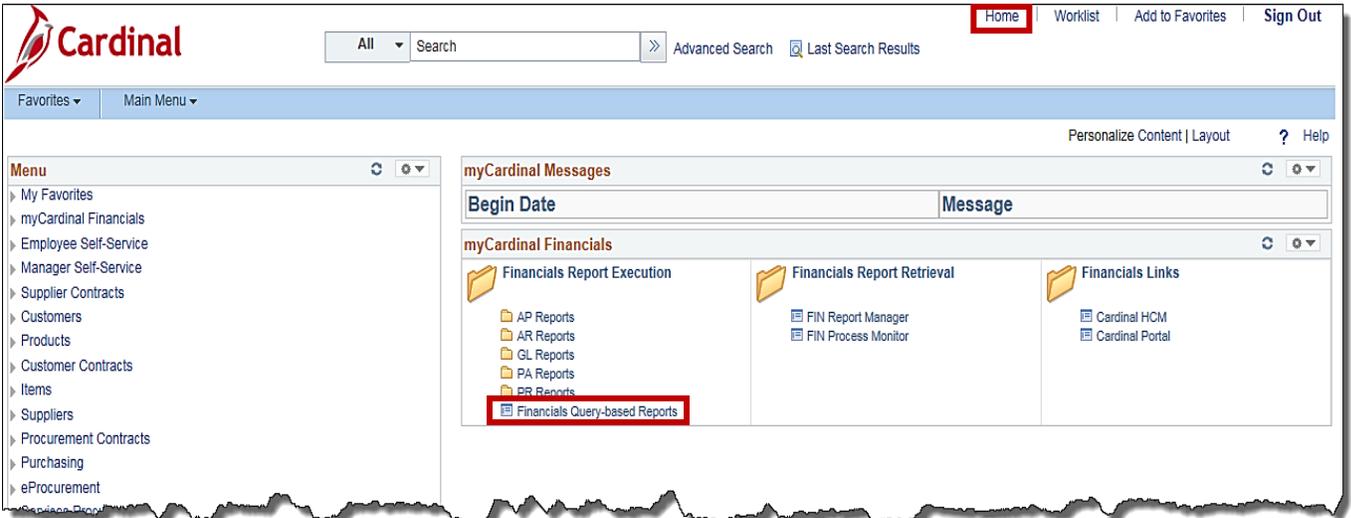
View All First 1-100 of 108

	Product	Product Description	Price Type	Product Group	Distribution Code	Distribution Code Desr	Account	Department	Fund	Cost Center	Program	Project Id	Activity
1	AMT_FEDERAL	Federal - Amount Based	AMT	RTE_FED	GRANTGRT12	Federal Grabt - Local Assistan	4020205	10059	04010		603015		
2	AMT_FEDGRT10	Federal Grant - NOVA	AMT	AMT_FED	GRANTGRT10	Federal Grant - NOVA	4020205	19000	04010				
3	AMT_FEDGRT11	Federal Transit Grant-Richmond	AMT	AMT_FED	GRANTGRT11	Federal Transit Grant-Richmond	4020507	14000	04010				
4	AMT_FED_GRT10	Federal Grant-NOVA	AMT	AMT_FED	GRANTGRT10	Federal Grant - NOVA	4020205	19000	04010				
5	AMT_FED_GRT11	Federal Grant-Richmond	AMT	AMT_FED	GRANTGRT11	Federal Grant - Richmond	4020505	14000	04010				
6	AMT_FED_PASS1	Federal PassThrough CO	AMT	AMT_FED	FEDPASS1	Federal PassThrough CO	609650	10015	04010				
7	AMT_GENER1	Gener - HMO - East River	AMT	AMT_HMOOTH	GENERGEH10	Generic HwyMaintOps East Rv AR	40040001	11099	04100				
8	AMT_GENER2	Gener-HMO-STA-Research Council	AMT	AMT_HMOSTA	GENERGEN15	University of Virginia Generic	4003007	10029	04100	11210010	602002		
9	AMT_GENER3	Gener - HMO - VCTIR	AMT	AMT_HMOOTH	GENERGEN16	Research Council HMO Private	40040001	10029	04100		602002		
10	AMT_GENER4	Gener-CON- Location & Design	AMT	AMT_CONOTH	GENERGEN14	Location & Design CON Private	40040001	10021	04720		514008	0000108401	
11	AMT_MGSE1	Misc-HMO-CCT/OTH-Nova	AMT	AMT_HMOOTH	MG&SEMGS09	Misc - HMO - CCT/OTH-NOVA	4009060	19000	04100	11000010			

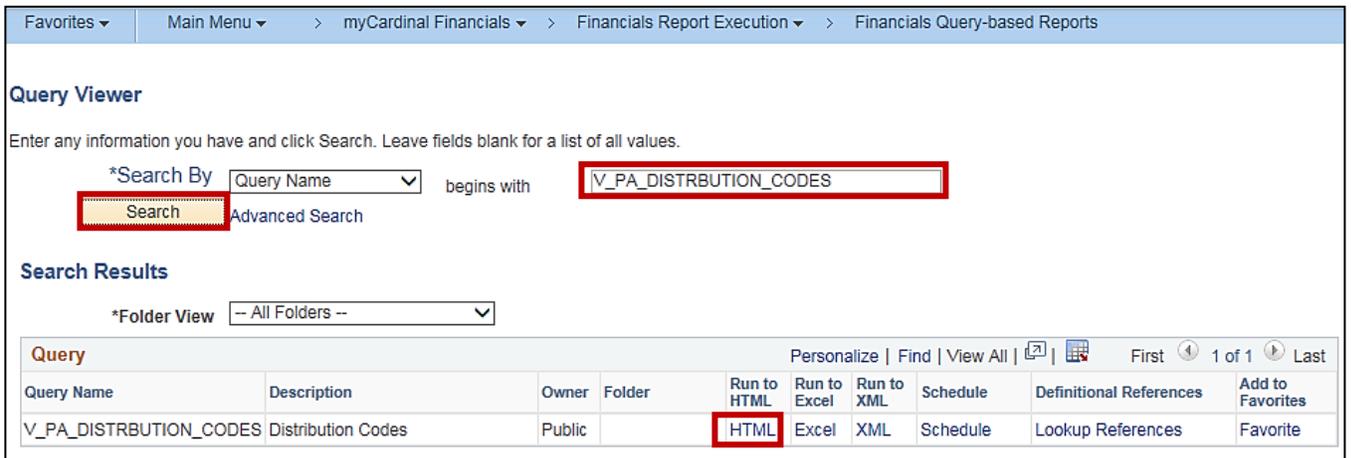
5. The **Query** page displays.
 - a. Enter the run criteria for the query. You should, at a minimum, enter the **Business Unit** and **Product ID** prefix of **AMT%**. If you have the other details (e.g., **Product Group**, **Account**, **Fund**, etc.), they can also be entered.
 - b. Click the **View Results** button.
6. Review the results to see if there is an existing product that has the appropriate **Product Group** and COA string which is needed to record the billing and revenue transactions for the contract.
 - a. If the **Product** exists, go to the **Create an Amount-Based Contract** section of this job aid.
 - b. If the **Product** does not exist, you will need to determine if there is an existing distribution code which contains the appropriate COA string which can be used. Go to the **Create/Confirm Distribution Code** section of this job aid.

Confirm Distribution Code

Before creating a new distribution code, verify whether a code already exists by running the **Distribution Code** query.



- Run the **Distribution Code** query. Access this query by going to the Cardinal **Home** page and clicking the **Financial Based Query-based Reports** link.



- The **Query Viewer** page displays. In begins with field, enter **V_PA_DISTRBUTION_CODES**.
- Click the **Search** button.
- Click the **HTML** link.

V_PA_DISTRIBTION_CODES - Distribution Codes

SetID
 Account (% for all)
 Fund (% for all)
 Dept Id (% for all)
 Cost Center (% for all)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (24 kb)

View All First 1-79 of 79 Last

Row	Distribution Code	Effective Date	Effective Status	Long Description	Short Description	Account	Dept ID	Task	Fund	Cost Center	Program	Project	Activity
1	ADVANCON34	07/01/2016	A	Prepaid - CON - STA	ADVANCON34	4003007	10030		04720				
2	ADVANCON35	07/01/2016	A	Prepaid - CON - OTH	ADVANCON35	4003007	10055		04720				
3	AUDITAUDI2	01/01/1901	A	Audit - CON - OTH	AUDITAUDI2	4009060	10015		04720	12000010			
4	COALSCOALS	01/01/1901	A	Coal Severance - CCT	COALSCOALS	40042013	11000		04720				
5	GENERGEN1	01/01/1901	A	Generic Construction AR	GENERGEN1	4009060	99999		04720	12000010			
6	GENERGEN14	01/02/1901	A	Location & Design CON Private	GENERGEN14	40040001	10021		04720		514008	0000108401	
7	MG&SECON01	01/01/1901	A	Misc - CON - CCT/OTH-Bristol	MG&SECON01	40042011	11000		04720	12000010			
8	MG&SECON02	01/01/1901	A	Misc - CON - CCT/OTH-Salem	MG&SECON02	40042011	12000		04720	12000010			
9	MG&SECON03	01/01/1901	A	Misc - CON - CCT/OTH-Lynchburg	MG&SECON03	40042011	13000		04720	12000010			
10	MG&SECON04	01/01/1901	A	Misc - CON - CCT/OTH-Richmond	MG&SECON04	40042011	14000		04720	12000010			
11	MG&SECON05	01/01/1901	A	Misc - CON - CCT/OTH-Suffolk	MG&SECON05	40042011	15000		04720	12000010			
12	MG&SECON06	01/01/1901	A	Misc - CON - CCT/OTH-Fredsburg	MG&SECON06	40042011	16000		04720	12000010			
13	MG&SECON07	01/01/1901	A	Misc - CON - CCT/OTH-Culpeper	MG&SECON07	40042011	17000		04720	12000010			
14	MG&SECON08	01/01/1901	A	Misc - CON - CCT/OTH-Strunton	MG&SECON08	40042011	18000		04720	12000010			
15	MG&SECON09	01/01/1901	A	Misc - CON - CCT/OTH-NOVA	MG&SECON09	40042011	19000		04720	12000010			
16	MG&SECON30	01/01/1901	A	Misc - CON - OTH - C Office	MG&SECON30	40042011	10015		04720	12000010			
17	MG&SECON31	01/01/1901	A	Misc - CON - OTH - B Council	MG&SECON31	40042011	10020		04720	12000010			

11. The **Query** page displays.

- a. Enter the run criteria for the query. You should, at a minimum, enter the **Set ID** and **Account**. If you have the other details (e.g., **Fund**, **Department** etc.), they can also be entered.
- b. Click the **View Results** button.

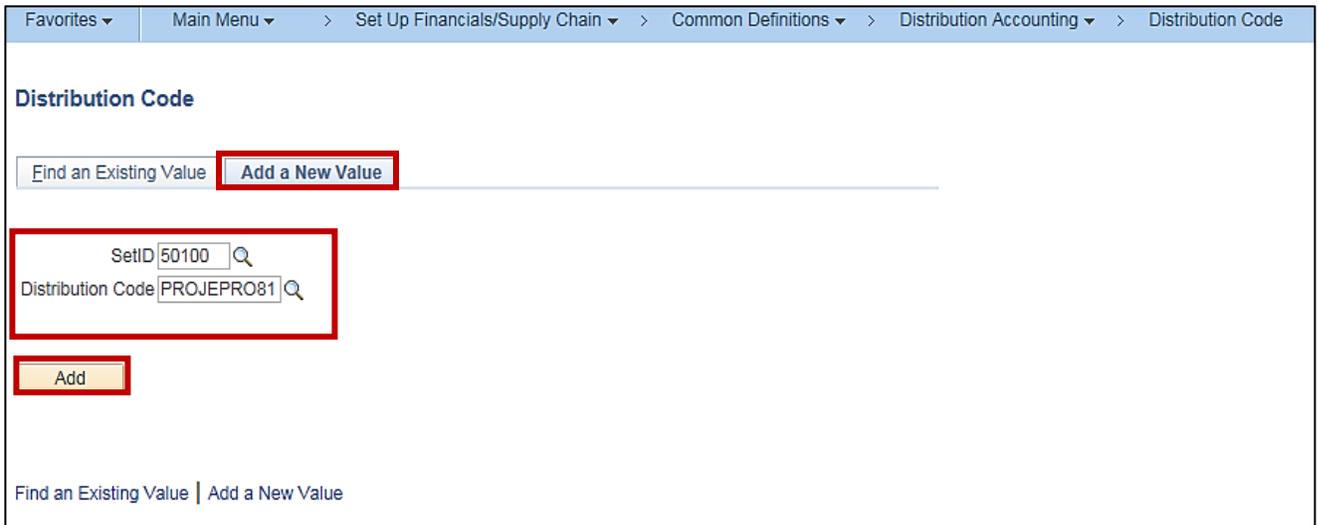
12. Review the results to see if there is an existing **Distribution Code** for the COA string which is needed to record the revenue transactions for the contract.

- a. If the Distribution Code exists, go to the **Create a Non-Federal Amount Based Product** section of this job aid.
- b. If the **Distribution Code** does not exist, go to the next step

Create Distribution Code

13. Navigate to the **Distribution Code** page using the following path:

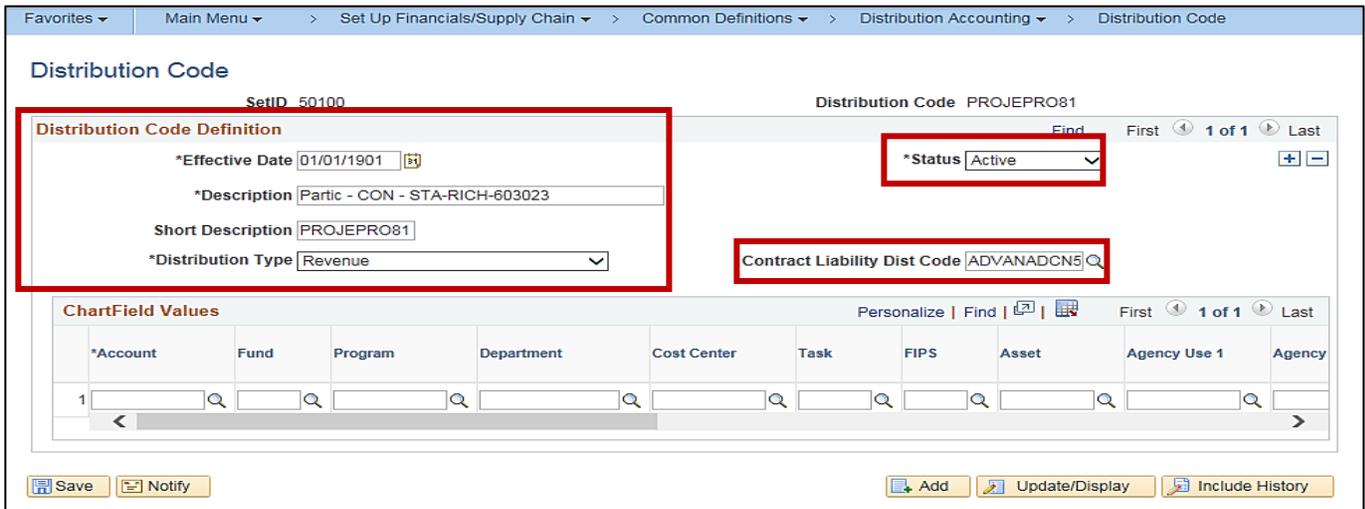
Main Menu > Set Up Financials/Supply Chain > Common Definitions > Distribution Accounting > Distribution Code



14. On the **Add a New Value** tab:

- a. **SetID:** Defaults to your agency number (e.g., 50100) and should not be changed.
- b. **Distribution Code:** Enter the distribution code. The name of the distribution code should contain the corresponding source type and category. For this scenario, **PROJE** (source type) and **PRO79** (category) would be the next available distribution code name since the last one in the system is **PROJEPRO81**.

15. Click the **Add** button.



16. The **Distribution Code** page displays. Under the **Distribution Code Definition** section of the page, enter or select the following:
- Effective Date: Enter 01/01/1901.
 - Description:** Enter the appropriate description.
 - Short Description:** Enter the Distribution Code ID.
 - Distribution Type: Select Revenue.
 - Status:** Defaults to **Active** and should not be changed.
 - Deferred Distribution Code:** Enter the Distribution Code ID of the appropriate deferred revenue distribution code which should be used to book deferred revenue. Use the **V_PA_DISTRBUCTION_CODES** query to determine the available values to enter in this field. Search using the **SETID** for your agency (e.g., **50100**), **Account** and Fund. All Deferred Revenue Distribution Codes start with **ADVAN**.

V_PA_DISTRBUCTION_CODES - Distribution Codes

SetID: 50100

Account (% for all): 24%

Fund (% for all): 04720

Dept Id (% for all): %

Cost Center (% for all): %

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (1 kb)

View All

Row	Distribution Code	Effective Date	Effective Status	Long Description	Short Description	Account	Dept ID	Task	Fund	Cost Center	Program	Project	Activity
1	ADVANADCN1	01/01/1901	A	Prepaid - CON - CCT	ADVANADCN1	24042011	99999		04720				
2	ADVANADCN2	01/02/1901	A	Prepaid - CON - STA	ADVANADCN2	2403007	99999		04720				
3	ADVANADCN3	01/01/1901	A	Prepaid - CON - OTH	ADVANADCN3	24042011	99999		04720				
4	ADVANADCN4	01/01/1901	A	Prepaid - Coal Severance - CCT	ADVANADCN4	24042012	11000		04720				
5	ADVANADCN5	01/01/1901	A	Prepaid - CON - STA - 99999	ADVANADCN5	2403007	99999		04720				
6	ADVANADPSP	01/01/1901	A	Prepaid - Private Sectr - CON	ADVANADPSP	240400	99999		04720				

The **Deferred Distribution Code** is used when creating an **Amount Based Deferred** contract line to default the **Contract Liability Distribution**. The COA values are used to record the deferred revenue. The Deferred Distribution Code values should be associated to all project related distribution codes for **PROJE**, **COAL**, **MG&SECON** and **MG&SEMGS** naming convention.

Favorites ▾ Main Menu ▾ > Set Up Financials/Supply Chain ▾ > Common Definitions ▾ > Distribution Accounting ▾ > Distribution Code

Distribution Code

SetID 50100 Distribution Code PROJEPRO81

Distribution Code Definition Find First 1 of 1 Last

*Effective Date 01/01/1901 *Status Active

*Description Partic - CON - STA-RICH-603023

Short Description PROJEPRO81

*Distribution Type Revenue Contract Liability Dist Code ADVANADCN5

ChartField Values Personalize | Find | 1 of 1 Last

	*Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency
1	5023230	04720	603023							

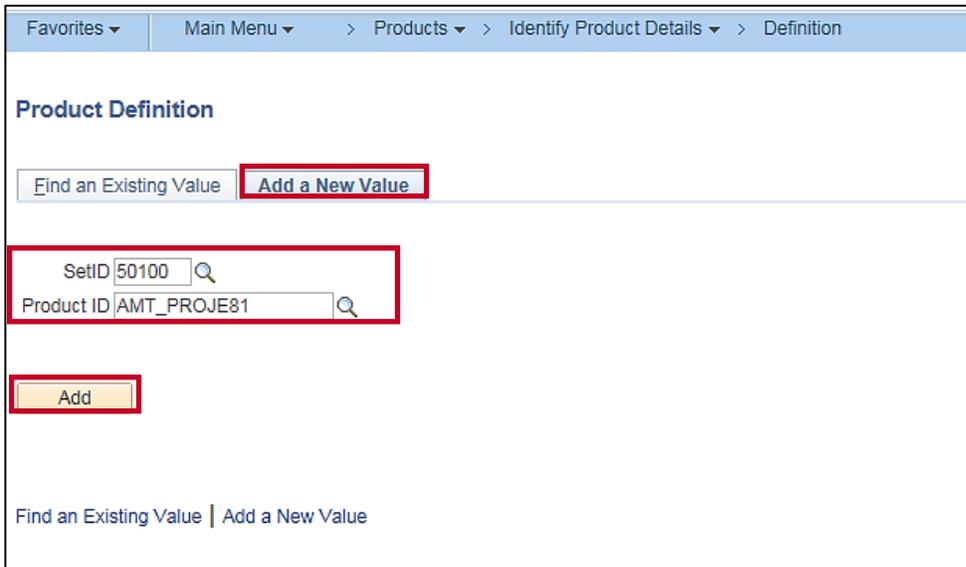
Save Notify Add Update/Display Include History

17. In the **ChartField Values** section of the page, enter or select the following:
 - a. **Account:** Enter the account which should be used to book revenue. In most cases, this value will be a revenue account. In some cases, an expenditure account is used to book revenue. For this scenario, you will also need to populate the **Program** as well.
 - b. **Fund Code:** Enter the fund code which should be used to book revenue.
 - c. **Program:** Only enter the **Program** code if an expenditure account is used instead of a revenue account. The Program value should be the program from the project distribution of the project associated with the contract.
18. Click the **Save** button.

Create an Amount-Based Product

19. Navigate to the **Product Definition** page using the following path:

Main Menu > Products > Identify Product Details > Definition



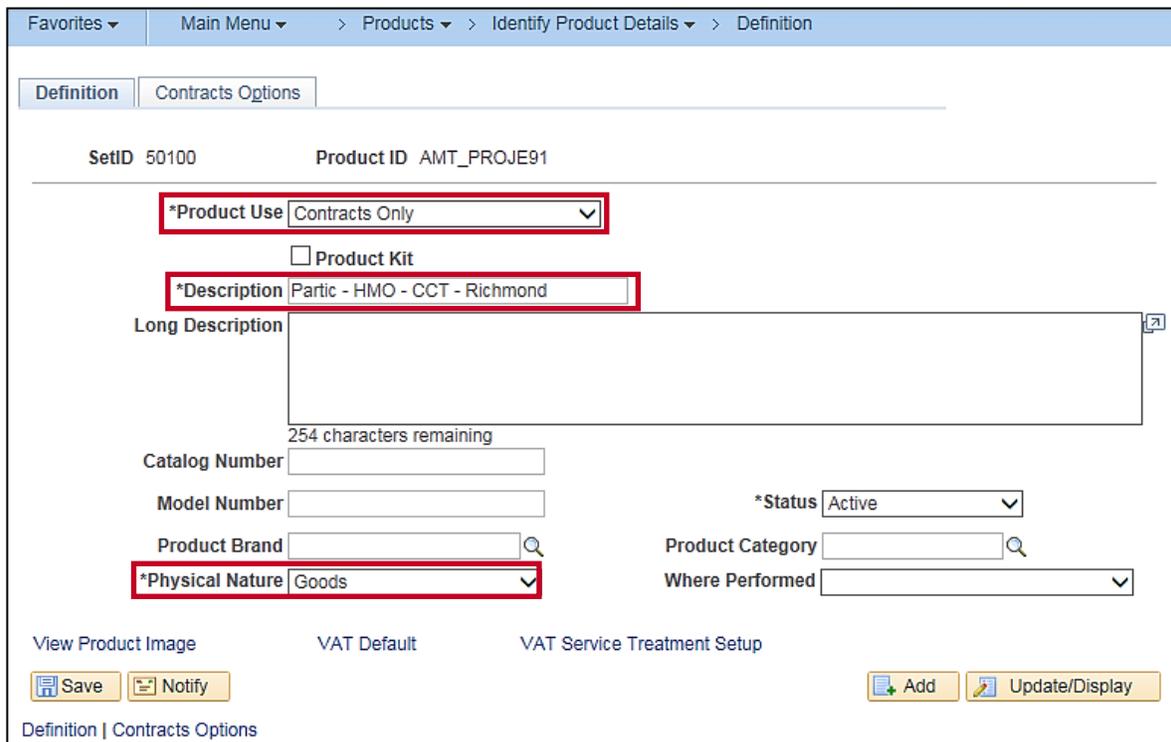
20. Click the **Add a New Value** tab.

21. The **SetID** and **Product ID** are populated from the **Search Criteria** you entered on the **Find an Existing Value** tab. If these fields are not populated, enter them:

22. SetID: 50100

23. Enter the new **Product ID**.

24. Click the **Add** button. The **Definition** page, **Definition** tab displays.



Favorites > Main Menu > Products > Identify Product Details > Definition

Definition | Contracts Options

SetID 50100 Product ID AMT_PROJE91

*Product Use **Contracts Only**

Product Kit

*Description **Partic - HMO - CCT - Richmond**

Long Description

254 characters remaining

Catalog Number

Model Number

Product Brand

*Physical Nature **Goods**

*Status **Active**

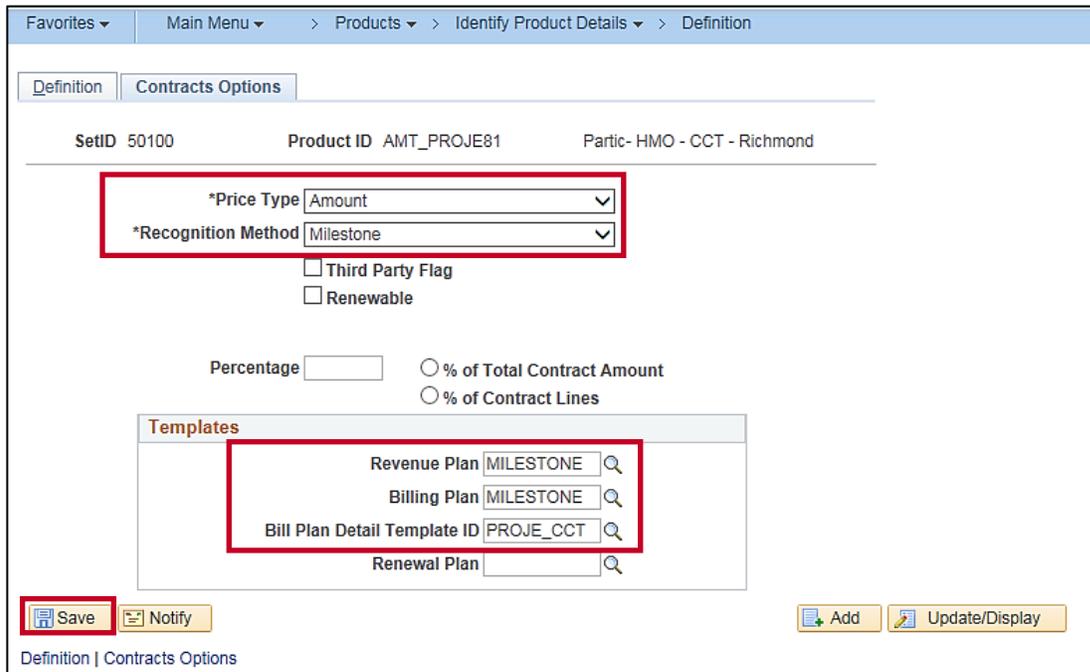
Product Category

Where Performed

View Product Image VAT Default VAT Service Treatment Setup

Definition | Contracts Options

25. **Product Use: Contracts Only.** Do not change.
26. **Description:** Enter the **Distribution Code** as the description.
27. **Physical Nature: Goods**
28. Click the **Save** button.
29. Click the **Contracts Options** tab.



Favorites > Main Menu > Products > Identify Product Details > Definition

Definition | Contracts Options

SetID 50100 Product ID AMT_PROJE81 Partic- HMO - CCT - Richmond

*Price Type
*Recognition Method

Third Party Flag
 Renewable

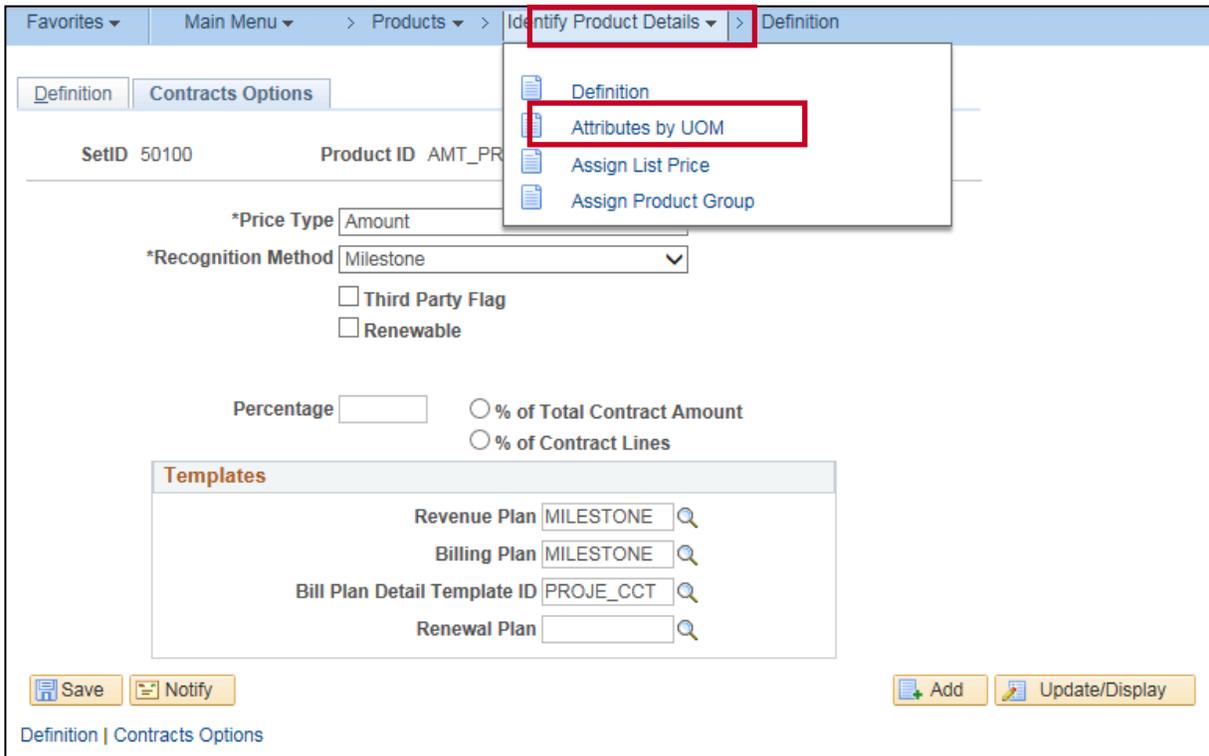
Percentage % of Total Contract Amount
 % of Contract Lines

Templates

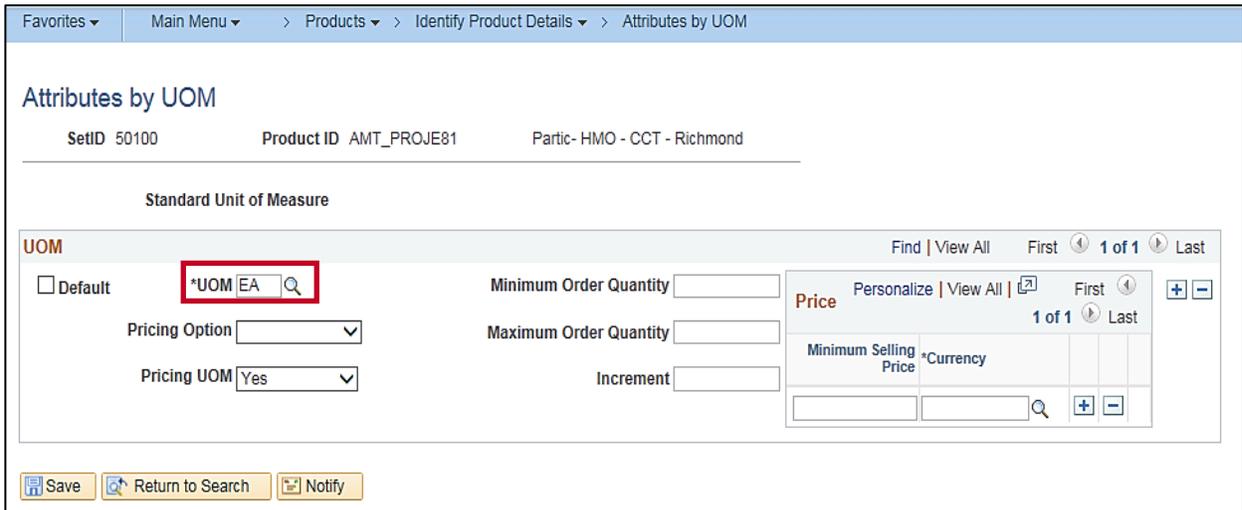
Revenue Plan
Billing Plan
Bill Plan Detail Template ID
Renewal Plan

Definition | Contracts Options

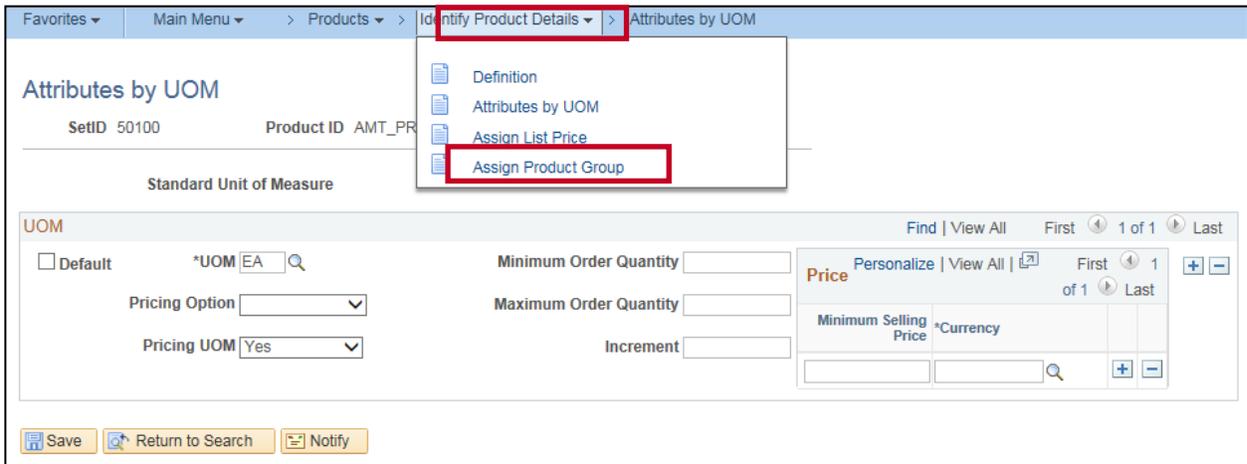
30. **Price Type: Amount**
31. **Recognition Method: Milestone**
32. In the **Templates** section, select the following:
33. **Revenue Plan: MILESTONE**
34. **Billing Plan: MILESTONE**
35. **Bill Plan Detail Template ID:** Select the appropriate value (e.g., **PROJE_CCT** is **Non-Federal Project – CCT**). The template selected defaults some of the contract billing information, such as **Bill Source**, **Bill Identifier**, and **Bill Cycle Identifier**.
36. Click the **Save** button.

501 PA354: Create Non-Federal Amount-Based Contract


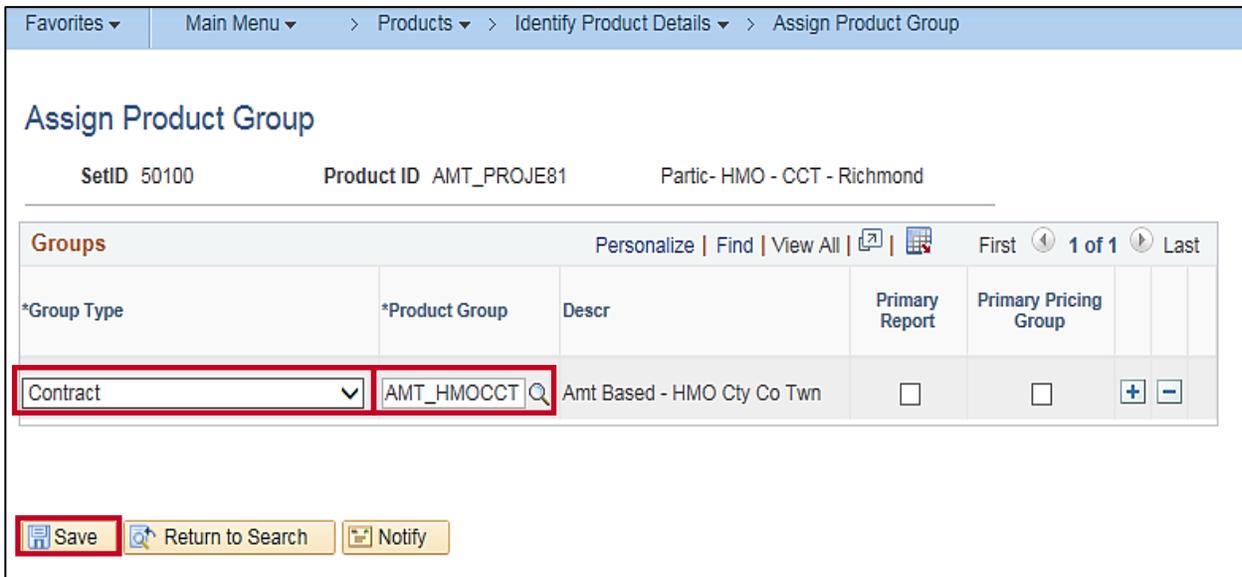
37. From the navigation path above the page, Click **Identify Product Details** in the navigation path bread crumbs.
38. Select the **Attributes by UOM** menu option. The **Attributes by UOM** page displays.



39. **UOM:** Select a Unit of Measure (e.g., **EA**).
40. Click the **Save** button.



41. From the navigation path above the page, click **Identify Product Details** in the navigation path bread crumbs.
42. Select the **Assign Product Group** menu option. The **Assign Product Group** page displays.

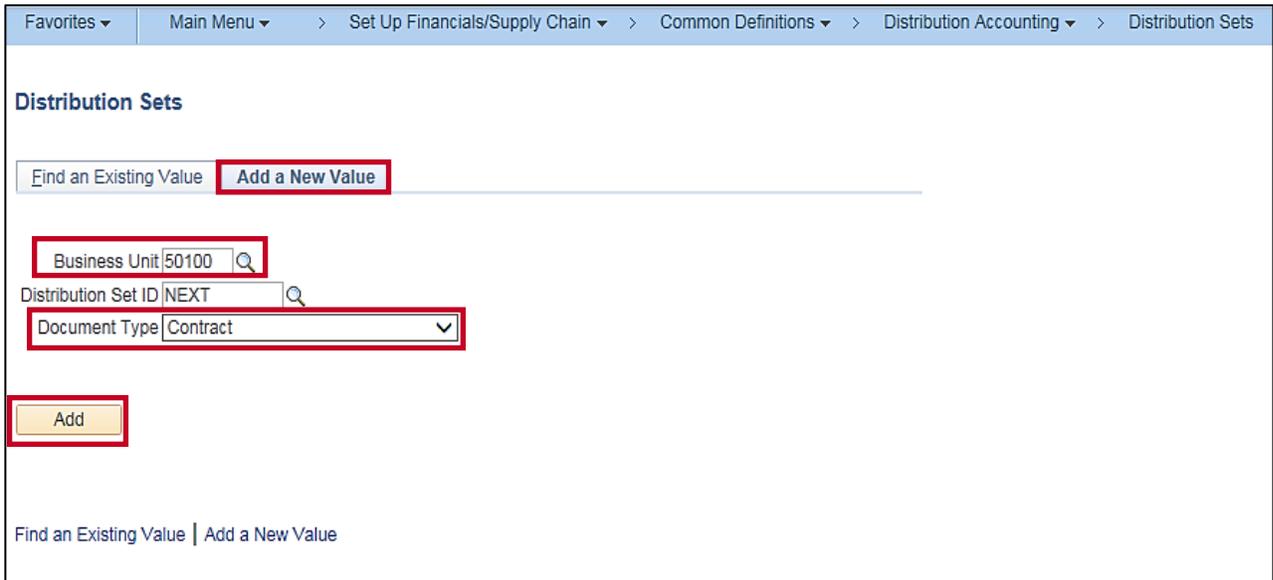


43. **Group Type: Contract**
44. **Product Group:** Select the appropriate group. This value determines which **Product Group** the **Product** will be found in when searching for the **Product** on the contract. In this scenario, it is **AMT_HMOCCT** (Contract Type_Fund plus Customer type).
45. Click the **Save** button.

Define the Distribution Set

46. Access the **Distribution Sets** page, using the following path:

Main Menu > Set Up Financials/Supply Chain > Common Definitions > Distribution Accounting > Distribution Sets



Find an Existing Value | **Add a New Value**

Distribution Sets

Find an Existing Value | **Add a New Value**

Business Unit 50100

Distribution Set ID NEXT

Document Type Contract

Add

Find an Existing Value | Add a New Value

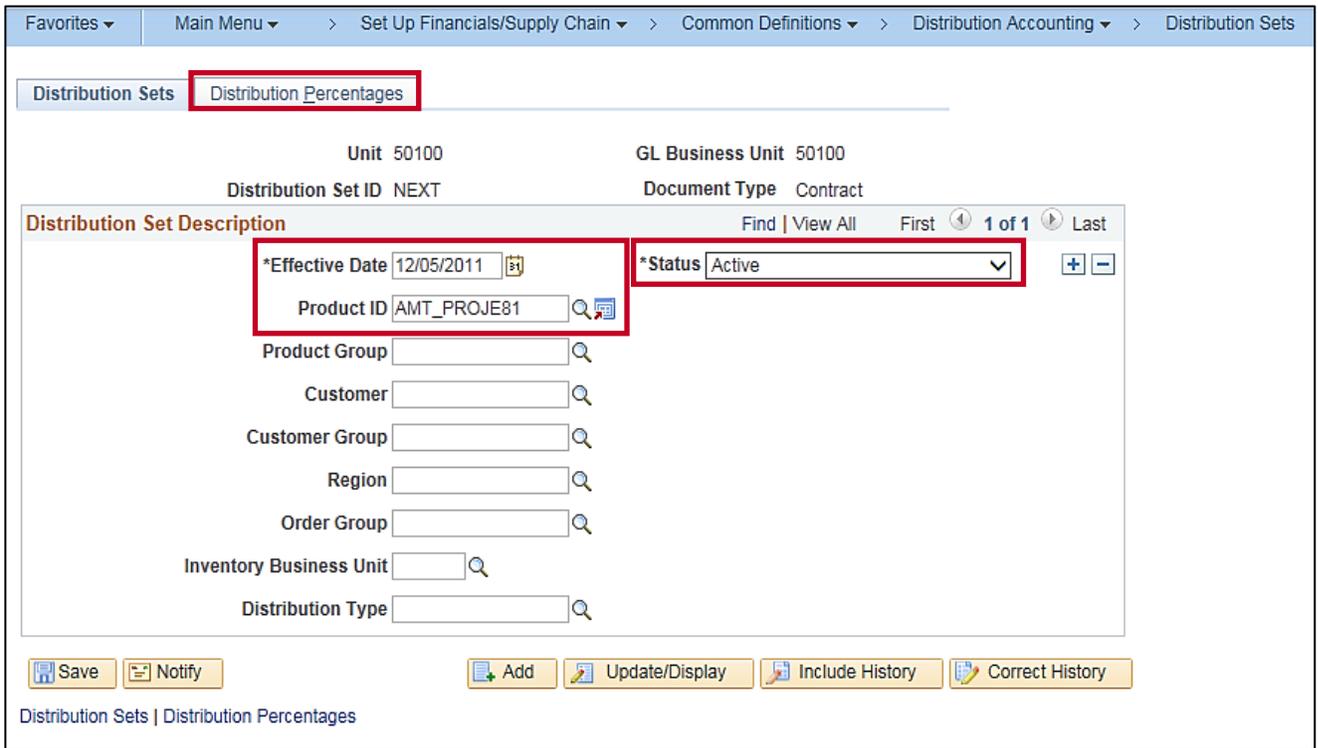
47. Click the **Add a New Value** tab.

48. **Business Unit: 50100**

49. **Distribution Set:** Defaults to **NEXT**. Do not change.

50. **Document Type: Contract**

51. Click the **Add** button.



Unit 50100 GL Business Unit 50100
Distribution Set ID NEXT Document Type Contract

Distribution Set Description Find | View All First 1 of 1 Last

*Effective Date 12/05/2011 *Status Active

Product ID AMT_PROJE81

Product Group
Customer
Customer Group
Region
Order Group
Inventory Business Unit
Distribution Type

Save Notify Add Update/Display Include History Correct History

Distribution Sets | Distribution Percentages

52. The **Distribution Sets** page, **Distribution Sets** tab displays.
53. Enter the **Effective Date**. The **Effective Date** must be set to **12/05/2011**.
54. **Product ID**: Select the **Product ID** you previously created (e.g., **AMT_PROJE91**).
55. **Status: Active**
56. Click the **Distribution Percentages** tab.

Favorites ▾ | Main Menu ▾ > Set Up Financials/Supply Chain ▾ > Common Definitions ▾ > Distribution Accounting ▾ > Distribution Sets

Distribution Sets | **Distribution Percentages**

Unit 50100 | GL Business Unit 50100
 Distribution Set ID NEXT | Document Type Contract

Distribution Percentages Find | View All First 1 of 1 Last

Effective Date 12/05/2011 | Status Active

Revenue Distribution Personalize | Find | View All | First 1 of 1 Last

Sequence	*Revenue Code	*Percentage	Revenue Percentage Total
1	PROJEHMO04	100.00	100.00

Save | Notify | Add | Update/Display | Include History

Distribution Sets | Distribution Percentages

57. **Revenue Code:** Select a **Revenue Code (Distribution Code)** that is appropriate for the **Product** created. General Ledger ChartFields are linked to the **Revenue Code** and default on the revenue line of the contract.
58. Click the **Save** button.

Create a Non-Federal Amount-Based Contract

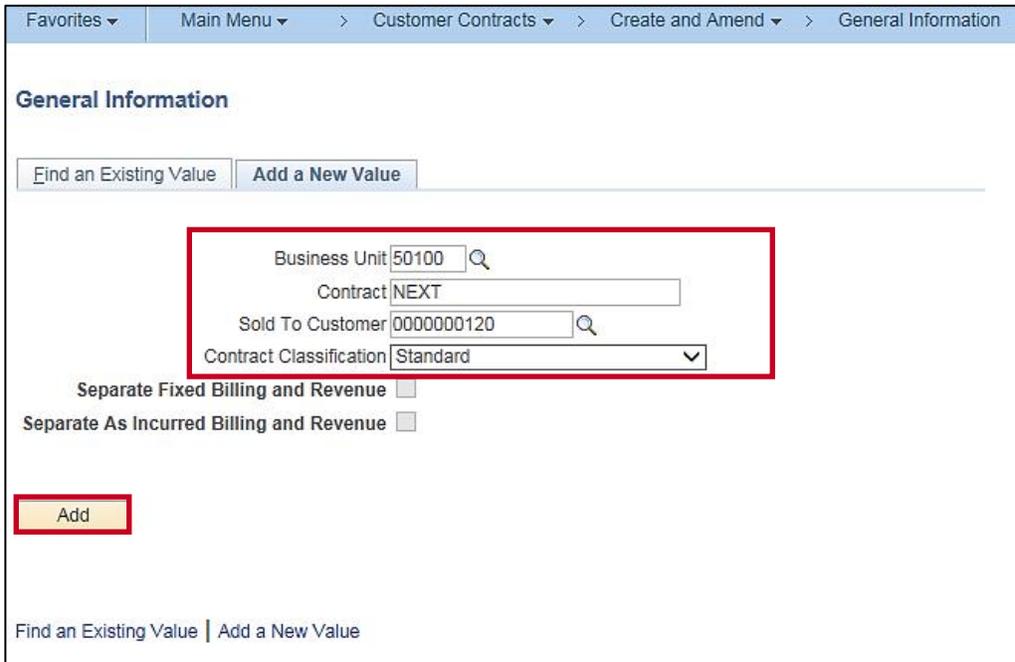
The process to create a customer contract for a non-federal amount-based contract involves the following steps:

- **Enter Contract General Information:** When you create the contract header you define information for the entire contract; this may include the contract signed date, contract administrator, and contract type.
- **Enter Contract Line Information:** Contracts may have more than one contract line. However, most amount-based contracts will only have one. At this level, a product is chosen that defines the contract as amount-based. The **Revenue** and **Billing Plans** are defined at the line level.
- **Enter Contract Terms: Projects and Activities** are linked to a contract line on the **Related Projects** page. Unlike rate-based contracts, the same **Project/Activity** combination can be linked to more than one contract line for an amount-based contract.
- **Update the Accounting Distribution:** The **Project** and **Department** values must be defined on the accounting distribution.
- **Allocate Amounts:** After you define your amount-based contract and add the **Products** that make up your contract, the next step is to allocate the contract's **Fixed Billing** amount. A contract cannot be set to an **Active Processing Status** until the **Fixed Billing** has been allocated and the **Allocation** option has been set to **Complete**.
- **Activate the Contract:** After you create the contract, add **Product(s)**, set the limits, and link the **Projects** and **Activities**, the contract is ready to be set to **Active**. Activating a contract indicates that all pertinent data for the contract is in Cardinal. When changing the **Contract Status**, you can only move forward. Once the contract is set to **Active**, it cannot be set back to **Pending** and once **Closed**; it cannot be set to **Active**.

Enter Contract General Information

59. To create a contract, access the **General Information** page using the following path:

Main Menu > Customer Contracts > Create and Amend > General Information



60. Click the **Add a new Value** tab.

61. **Business Unit:** 50100 for VDOT

62. **Contract:** Defaults to **NEXT**. Do not change.

63. Enter the **Sold To Customer** using the look up icon.

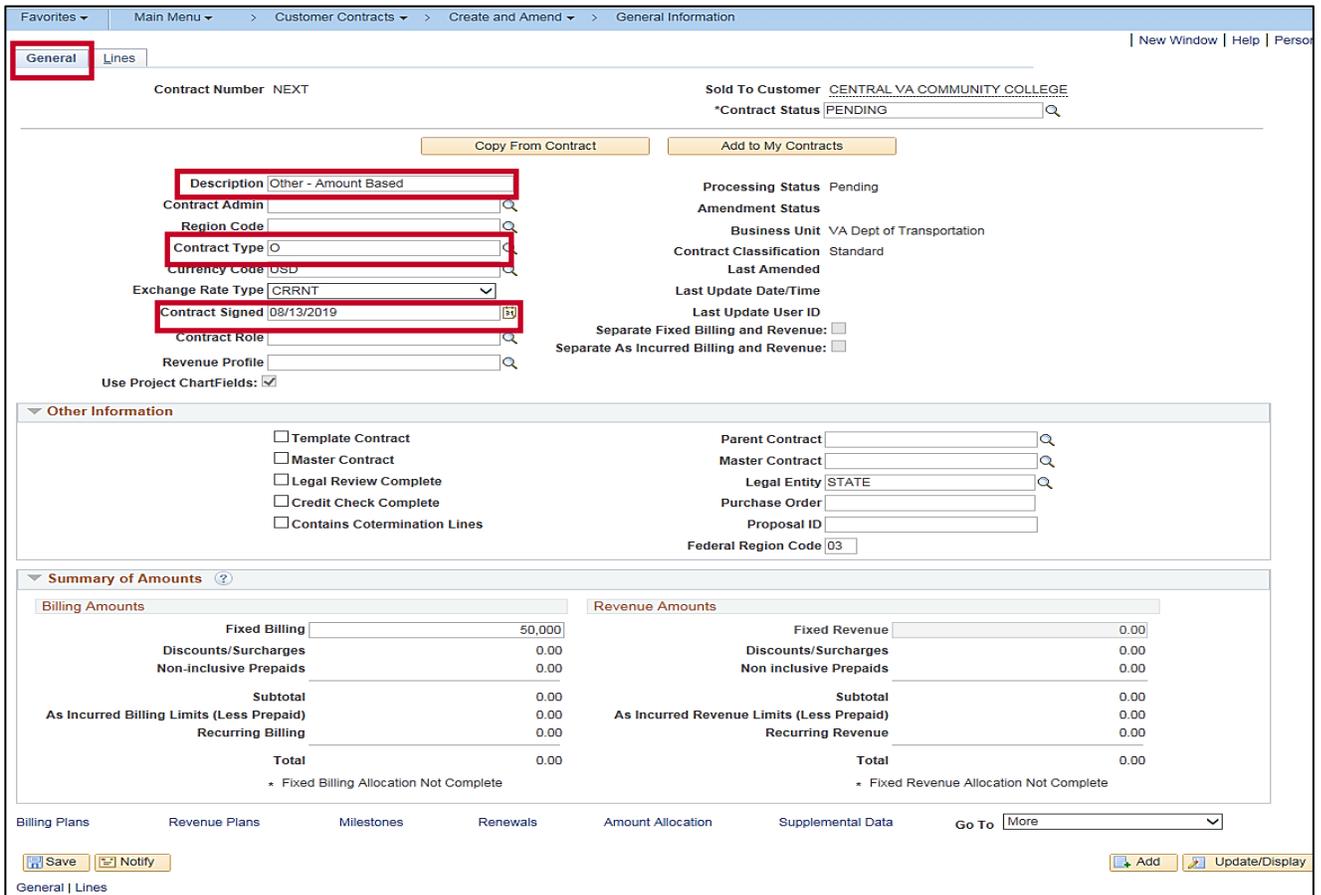
If the customer is not listed in the look up, this means the customer has not been created, or was not created correctly. Consult the Accounts Receivable group to have the customer record updated.

64. **Contract Classification:** **Standard**. Do not change.

65. The two check box fields, **Separate Fixed Billing and Revenue** and **Separate As Incurred Billing and Revenue**, are not used.

66. Click the **Add** button.

501 PA354: Create Non-Federal Amount-Based Contract



Contract Number NEXT Sold To Customer CENTRAL VA COMMUNITY COLLEGE
 *Contract Status PENDING

Copy From Contract Add to My Contracts

Description Other - Amount Based
 Contract Admin
 Region Code
 Contract Type O
 Currency Code USD
 Exchange Rate Type CRRNT
 Contract Signed 08/13/2019
 Contract Role
 Revenue Profile
 Use Project ChartFields:

Processing Status Pending
 Amendment Status
 Business Unit VA Dept of Transportation
 Contract Classification Standard
 Last Amended
 Last Update Date/Time
 Last Update User ID
 Separate Fixed Billing and Revenue:
 Separate As Incurred Billing and Revenue:

Other Information

Template Contract
 Master Contract
 Legal Review Complete
 Credit Check Complete
 Contains Coterminal Lines

Parent Contract
 Master Contract
 Legal Entity STATE
 Purchase Order
 Proposal ID
 Federal Region Code 03

Summary of Amounts

Billing Amounts		Revenue Amounts	
Fixed Billing	50,000	Fixed Revenue	0.00
Discounts/Surcharges	0.00	Discounts/Surcharges	0.00
Non-inclusive Prepays	0.00	Non inclusive Prepays	0.00
Subtotal	0.00	Subtotal	0.00
As Incurred Billing Limits (Less Prepaid)	0.00	As Incurred Revenue Limits (Less Prepaid)	0.00
Recurring Billing	0.00	Recurring Revenue	0.00
Total	0.00	Total	0.00
* Fixed Billing Allocation Not Complete		* Fixed Revenue Allocation Not Complete	

Billing Plans Revenue Plans Milestones Renewals Amount Allocation Supplemental Data Go To More

Save Notify Add Update/Display

67. The **General Information** page, **General** tab displays.
68. **Description:** Enter a short detailed description about the contract. The description can be a maximum of 35 characters.
69. **Contract Type:** Select the appropriate value:
 - A: Letter of Authorization
 - F: Federal
 - G: Grant
 - J: Federal Grant
 - L: Local
 - O: Other
 - R: Resolution
70. **Contract Signed:** Defaults to the current date. Update with the agreement date. If there is no agreement date, you may use the date the contract is eligible to begin billing. This date will also be the default date on the accounting distribution.

Favorites ▾ Main Menu ▾ Customer Contracts ▾ Create and Amend ▾ General Information New Window | Help | Perso

General **Lines**

Contract Number NEXT Sold To Customer CENTRAL VA COMMUNITY COLLEGE
 *Contract Status PENDING

Copy From Contract Add to My Contracts

Description Other - Amount Based Processing Status Pending
 Contract Admin Amendment Status
 Region Code Business Unit VA Dept of Transportation
 Contract Type O Contract Classification Standard
 Currency Code USD Last Amended
 Exchange Rate Type CRRRT Last Update Date/Time
 Contract Signed 08/13/2019 Last Update User ID
 Contract Role Separate Fixed Billing and Revenue:
 Revenue Profile Separate As Incurred Billing and Revenue:
 Use Project ChartFields:

Other Information

Template Contract Parent Contract
 Master Contract Master Contract
 Legal Review Complete Legal Entity STATE
 Credit Check Complete Purchase Order
 Contains Cotermination Lines Proposal ID
 Federal Region Code 03

Summary of Amounts

Billing Amounts		Revenue Amounts	
Fixed Billing	50,000	Fixed Revenue	0.00
Discounts/Surcharges	0.00	Discounts/Surcharges	0.00
Non-inclusive Prepays	0.00	Non inclusive Prepays	0.00
Subtotal	0.00	Subtotal	0.00
As Incurred Billing Limits (Less Prepaid)	0.00	As Incurred Revenue Limits (Less Prepaid)	0.00
Recurring Billing	0.00	Recurring Revenue	0.00
Total	0.00	Total	0.00

* Fixed Billing Allocation Not Complete * Fixed Revenue Allocation Not Complete

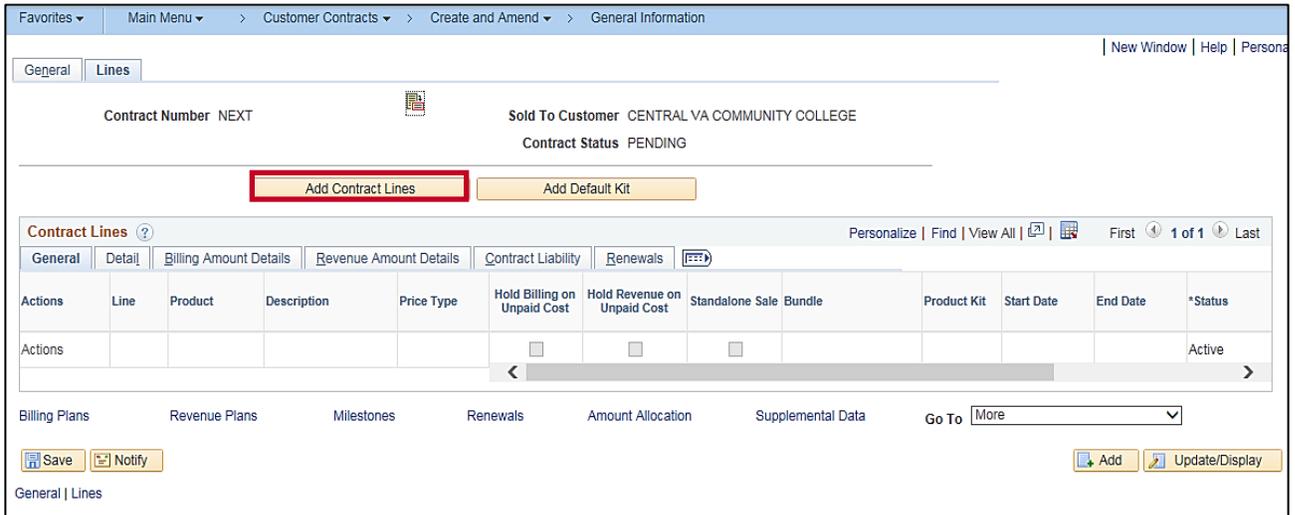
Billing Plans Revenue Plans Milestones Renewals Amount Allocation Supplemental Data Go To More ▾

Save Notify Add Update/Display

General | Lines

71. Click the arrow next to the **Other Information** section to expand the section:
72. **Legal Entity: STATE**
73. **Federal Region Code: 03** (FHWA). Do not change.
74. Click the arrow next to the **Summary of Amounts** section to expand the section:
 - a. **Fixed Billing:** Enter the total amount to bill the customer.
 - b. Click the **Save** button. The **Contract Number** displays.
75. Click the **Lines** tab.

Enter Contract Line Information



Contract Number NEXT Sold To Customer CENTRAL VA COMMUNITY COLLEGE
Contract Status PENDING

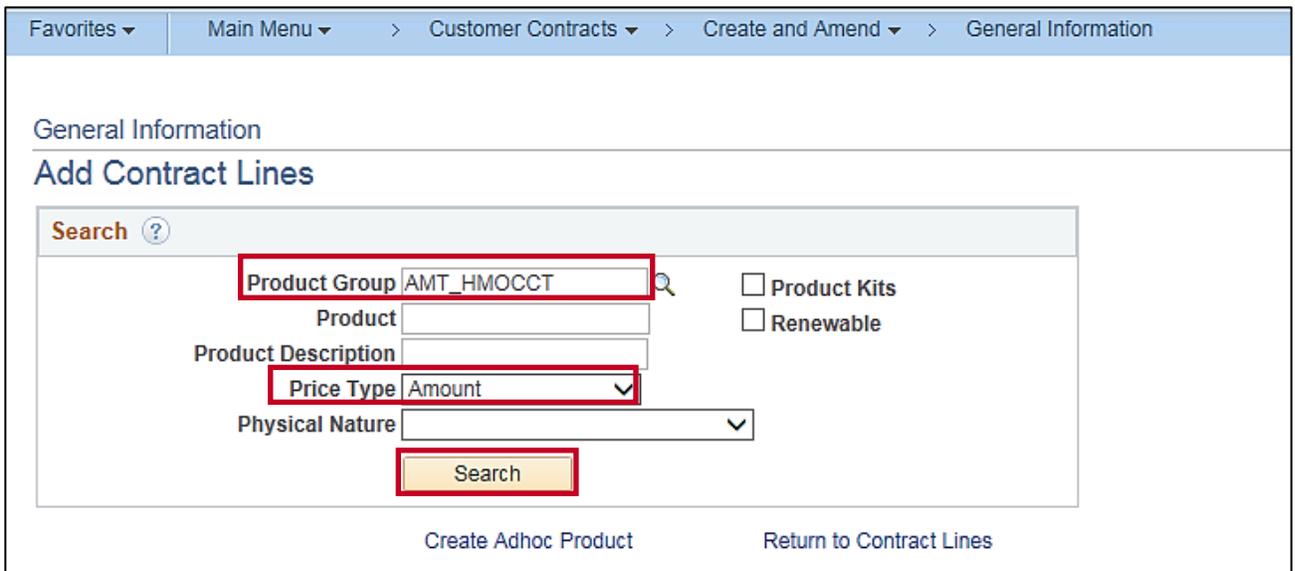
Add Contract Lines Add Default Kit

Contract Lines Personalize | Find | View All | First 1 of 1 Last

Actions	Line	Product	Description	Price Type	Hold Billing on Unpaid Cost	Hold Revenue on Unpaid Cost	Standalone Sale	Bundle	Product Kit	Start Date	End Date	*Status
Actions					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					Active

Save Notify Add Update/Display

76. Click the **Add Contract Lines** button.



General Information

Add Contract Lines

Search

Product Group AMT_HMOCCT Product Kits

Product

Product Description

Price Type Amount Renewable

Physical Nature

Search

Create Adhoc Product Return to Contract Lines

77. The **General Information – Add Contract Lines** page displays.

78. To search for non-federal amount-based products:

- a. **Product Group**: Select a product (e.g., **AMT_CONCCT** (Amt Based - Constr Cty Co Twn)).
- b. **Price Type**: **Amount**

79. Click the **Search** button. Your search results populate on the same page below the search criteria.

Favorites ▾ Main Menu ▾ Customer Contracts ▾ Create and Amend ▾ General Information

New Window | Help | Personalize Page |

General Information

Add Contract Lines

Search ?

Product Group: Product Kits

Product: Renewable

Product Description:

Price Type:

Physical Nature:

Search Results ? Personalize | Find | View All | First 1-11 of

General	Templates	Product	Description	Price Type	Physical Nature	Product Kit	*Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
<input type="checkbox"/>		1 AMT_MGSE2	Misc - HMO - CCT - Lynchburg	Amount	Goods	N	None	<input type="text"/>	<input type="text"/>	N		1.0000	<input type="button" value="Q"/>
<input type="checkbox"/>		8 AMT_PROJ7	Partic - HMO - CCT - Culpeper	Amount	Goods	N	None	<input type="text"/>	<input type="text"/>	N		1.0000	<input type="button" value="Q"/>
<input type="checkbox"/>		9 AMT_PROJE8	Partic - HMO - CCT - Staunton	Amount	Goods	N	None	<input type="text"/>	<input type="text"/>	N		1.0000	<input type="button" value="Q"/>
<input checked="" type="checkbox"/>		10 AMT_PROJE81	Partic - HMO - CCT - Richmond	Amount	Goods	N	None	08/13/2019	<input type="text"/>	N		1.0000	EA <input type="button" value="Q"/>
<input type="checkbox"/>		11 AMT_PROJE9	Partic - HMO - CCT - NOVA	Amount	Goods	N	None	<input type="text"/>	<input type="text"/>	N		1.0000	<input type="button" value="Q"/>

Select All Clear All

Create Plans from Template

Billing Plans

Revenue Plans

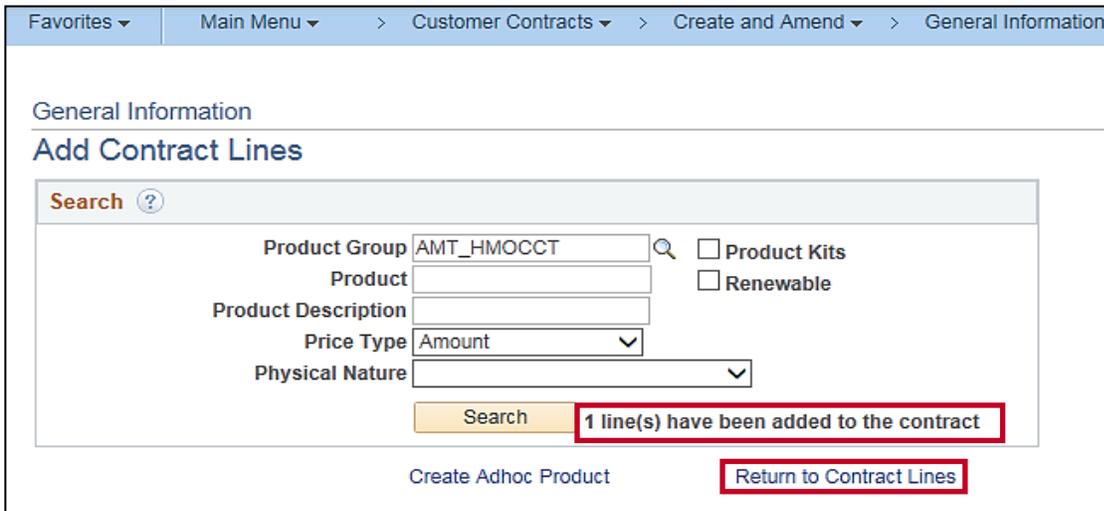
Renewal Plans

Combine Like Templates

Billing Plans

Revenue Plans

80. Select the check box next to the **Product** you want to add to the contract.
81. **Start Date:** Enter a **Start Date** for the contract line. The value that you enter appears on the **Contract - Lines** page.
82. **End Date:** Leave blank
83. **Quantity:** This value is automatically populated. Do not change.
84. **Create Plans from Template** and **Combine Like Templates:** Check boxes default as selected. Do not change. These templates create the predefined **Billing Plans** and **Revenue Plans** for the product(s) selected.
85. Click the **Add Contract Lines** button.



General Information

Add Contract Lines

Search ?

Product Group: AMT_HMOCCT Product Kits

Product: Renewable

Product Description:

Price Type: Amount

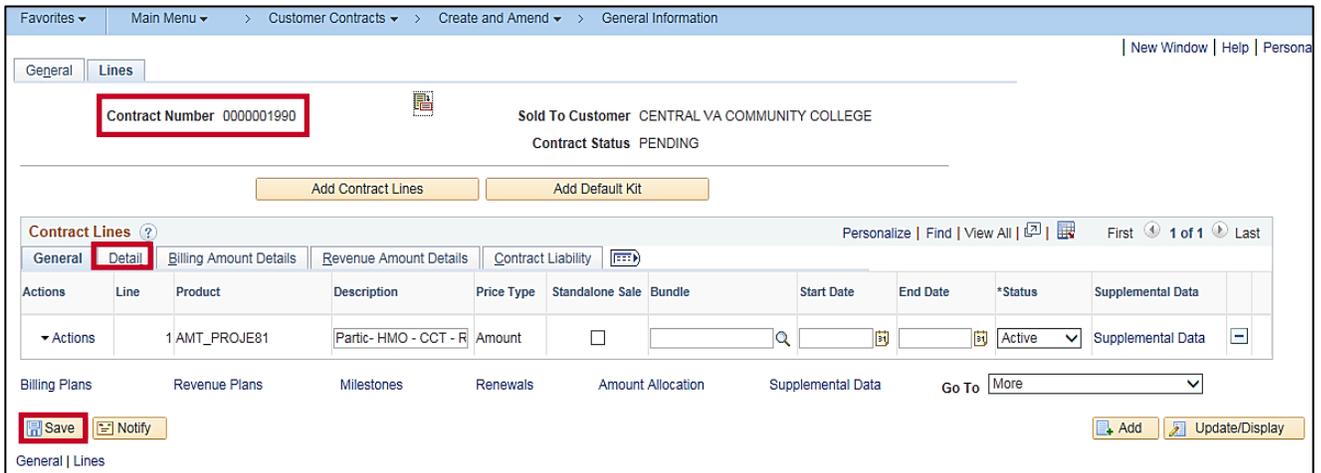
Physical Nature:

Search **1 line(s) have been added to the contract**

Create Adhoc Product [Return to Contract Lines](#)

86. The **General Information - Add Contract Lines** page displays.
87. A message displays indicating **1 line(s) have been added to the contract**.
88. Click the **Return to Contract Lines** hyperlink to continue processing the contract. The **General Information** page, **Lines** tab displays and the product selected appears as one of the contract lines.

Enter Contract Terms and Related Projects



General Information

Contract Number: **000001990**

Sold To Customer: CENTRAL VA COMMUNITY COLLEGE

Contract Status: PENDING

Add Contract Lines Add Default Kit

Contract Lines ? Personalize | Find | View All | 1 of 1 | Last

General **Detail** Billing Amount Details Revenue Amount Details Contract Liability

Actions	Line	Product	Description	Price Type	Standalone Sale	Bundle	Start Date	End Date	*Status	Supplemental Data
▼ Actions	1	AMT_PROJE81	Partic- HMO - CCT - R	Amount	<input type="checkbox"/>				Active	Supplemental Data

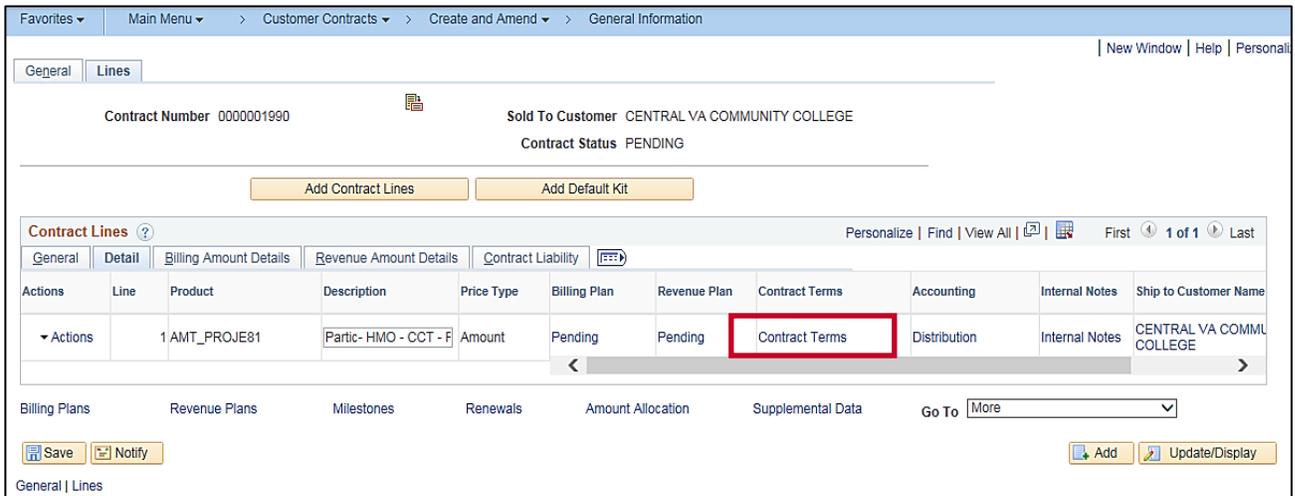
Billing Plans Revenue Plans Milestones Renewals Amount Allocation Supplemental Data Go To: More

Save Notify Add Update/Display

General | Lines

89. Click the **Save** button.
90. The **Contract Number** field value changes from **NEXT** and assigns a contract number.
91. Click the **Detail** tab.

501 PA354: Create Non-Federal Amount-Based Contract



Contract Number 0000001990 Sold To Customer CENTRAL VA COMMUNITY COLLEGE
Contract Status PENDING

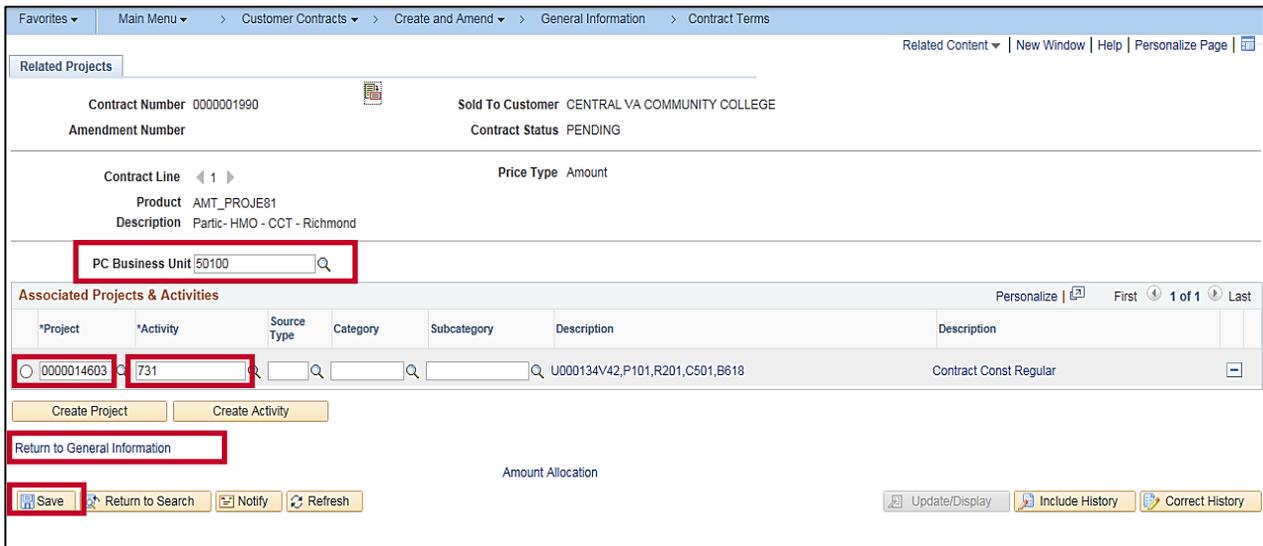
Add Contract Lines Add Default Kit

Contract Lines Personalize | Find | View All | First 1 of 1 Last

Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
▼ Actions	1	AMT_PROJE81	Partic- HMO - CCT - F	Amount	Pending	Pending	Contract Terms	Distribution	Internal Notes	CENTRAL VA COMM COLLEGE

Save Notify Add Update/Display

92. Click the **Contract Terms** hyperlink. The **Contract Terms** page, **Related Projects** tab displays.



Contract Number 0000001990 Sold To Customer CENTRAL VA COMMUNITY COLLEGE
Amendment Number Contract Status PENDING

Contract Line 1 Price Type Amount
Product AMT_PROJE81
Description Partic- HMO - CCT - Richmond

PC Business Unit 50100

Associated Projects & Activities Personalize | First 1 of 1 Last

*Project	*Activity	Source Type	Category	Subcategory	Description	Description
0000014603	731				U000134V42,P101,R201,C501,B618	Contract Const Regular

Create Project Create Activity

Return to General Information

Save Return to Search Notify Refresh Update/Display Include History Correct History

93. The **Related Projects** tab displays.

94. Enter the **PC Business Unit: 50100** for VDOT

95. Determine which **Project/Activity** combination is to be billed under the contract line. The first non-participating activity within the phase being billed should be selected.

96. In the **Associated Projects & Activities** section, enter your Project ID in the **Project** field.

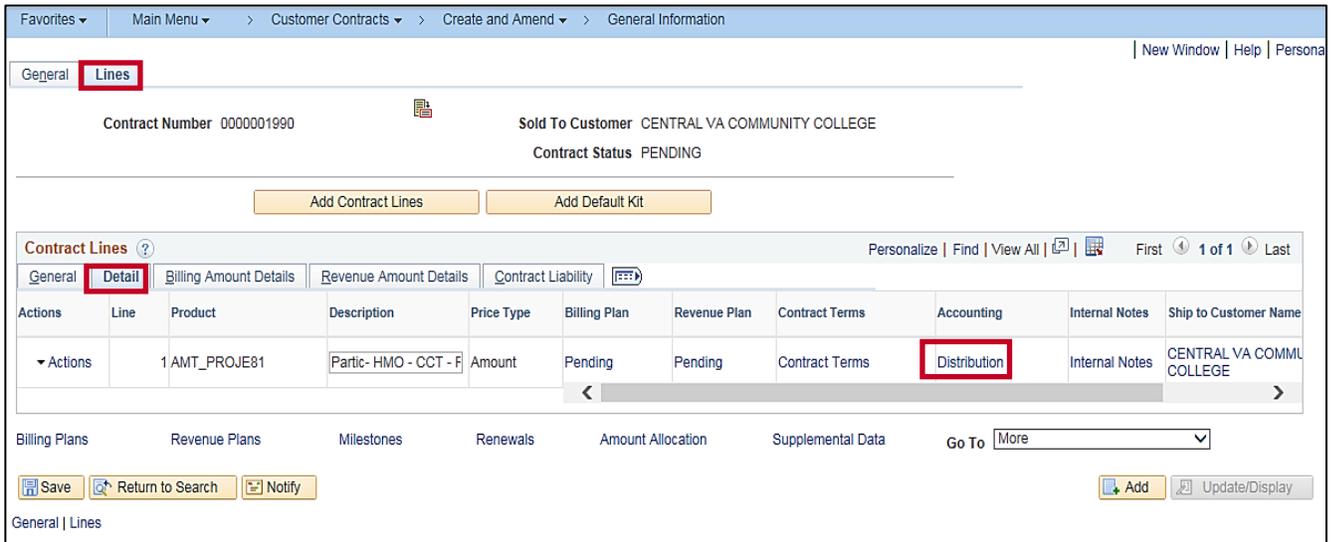
97. Enter or select the **Activity**.

98. Click the **Save** button.

99. Click the **Return to General Information** hyperlink.

Update the Accounting Distribution

With amount-based contracts the accounting distribution line(s) default based on the **Product** you selected. However, you need to add the **Project ID** on each accounting distribution line. Enter the same **Project ID** you selected when linking the **Project/Activity** for the contract line. Additionally, the **Fund** and **Department** must be updated on the **Contract Asset** distribution line to match the **Fund** and **Department** on the **Revenue** distribution line.



The screenshot shows the 'Contract Lines' section of a software application. The 'Lines' tab is selected. The 'Contract Lines' table has the following data:

Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
▼ Actions	1	AMT_PROJE81	Partic- HMO - CCT - F	Amount	Pending	Pending	Contract Terms	Distribution	Internal Notes	CENTRAL VA COMMU COLLEGE

100. The **General Information** page, **Lines** tab displays.
101. In the **Contract Lines** section, Click the **Detail** tab.
102. Click the **Distribution** hyperlink under the **Accounting** column for the contract line you need to update. The **Accounting Distribution** page displays.

[Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Create and Amend](#) > [General Information](#) > [Fixed Amount Acctg Distrib](#)
Related C

Accounting Distribution

CENTRAL VA COMMUNITY COLLEGE

Contract 0000001990 Line Num 1 Description Partic- HMO - CCT - Richmond

Billing Amount 0.00 Revenue Amount 0.00 Unit 50100 Currency USD

Accounting Distributions Find | View All First 1 of 1 Last

*Effective Date 08/13/2019 **Define Distributions By** Percent Calculate Amounts
 Amount

Revenue									
Percentage	Revenue Amount	GL Unit	Distribution Code	Account	Fund	Program	Department	Cost Ce	
100.00000000	0.00	50100		4009060	04100		14000		

Contract Asset									
Billing Amount	Revenue Amount	GL Unit	Distribution Code	Account	Fund	Program	Department	Cost Ce	
0.00	0.00	50100		112062	04100		14000		

[Return to General Information](#)

[Save](#) [Return to Search](#) [Notify](#) [Update/Display](#) [Include History](#) [Correct History](#)

103. Click the **Correct History** button.
104. Update the **Fund** and **Department** on the **Contract Asset** distribution line to the value displayed on the **Revenue** distribution line.
105. **Project:** Scroll to the right.

[Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Create and Amend](#) > [General Information](#) > [Fixed Amount Acctg Distrib](#)
Related C

Accounting Distribution

CENTRAL VA COMMUNITY COLLEGE

Contract 0000001990 Line Num 1 Description Partic-HMO - CCT - Richmond

Billing Amount 0.00 Revenue Amount 0.00 Unit 50100 Currency USD

Accounting Distributions Find | View All First 1 of 1 Last

*Effective Date 08/13/2019 Define Distributions By: Percent Amount Calculate Amounts

Revenue									
sk	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	Activity	Source Type	Category
					50100	0000014603	731		

Contract Asset									
Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	Activity	Source Type	Category
					50100	0000014603	731		

Return to General Information

[Save](#) [Return to Search](#) [Notify](#) [Update/Display](#) [Include History](#) [Correct History](#)

106. Enter the following values:

- a. **PC Business Unit:** enter **50100**
- b. **Project:** enter the **Project** value in the **Project** field. The **Project ID** must be the same **Project ID** you selected when linking the **Project/Activity** to the contract line.
- c. **Activity:** enter or select the Activity.

Note: The activity value must be **Active** for the distribution to save.

[Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Create and Amend](#) > [General Information](#) > [Fixed Amount Acctg Distrib](#)
Related Co

Accounting Distribution

CENTRAL VA COMMUNITY COLLEGE

Contract 0000001990 Line Num ◀ 1 ▶ Description Partic- HMO - CCT - Richmond

Billing Amount 0.00 Revenue Amount 0.00 Unit 50100 Currency USD

Accounting Distributions Find | View All First ◀ 1 of 1 ▶ Last

*Effective Date 08/13/2019

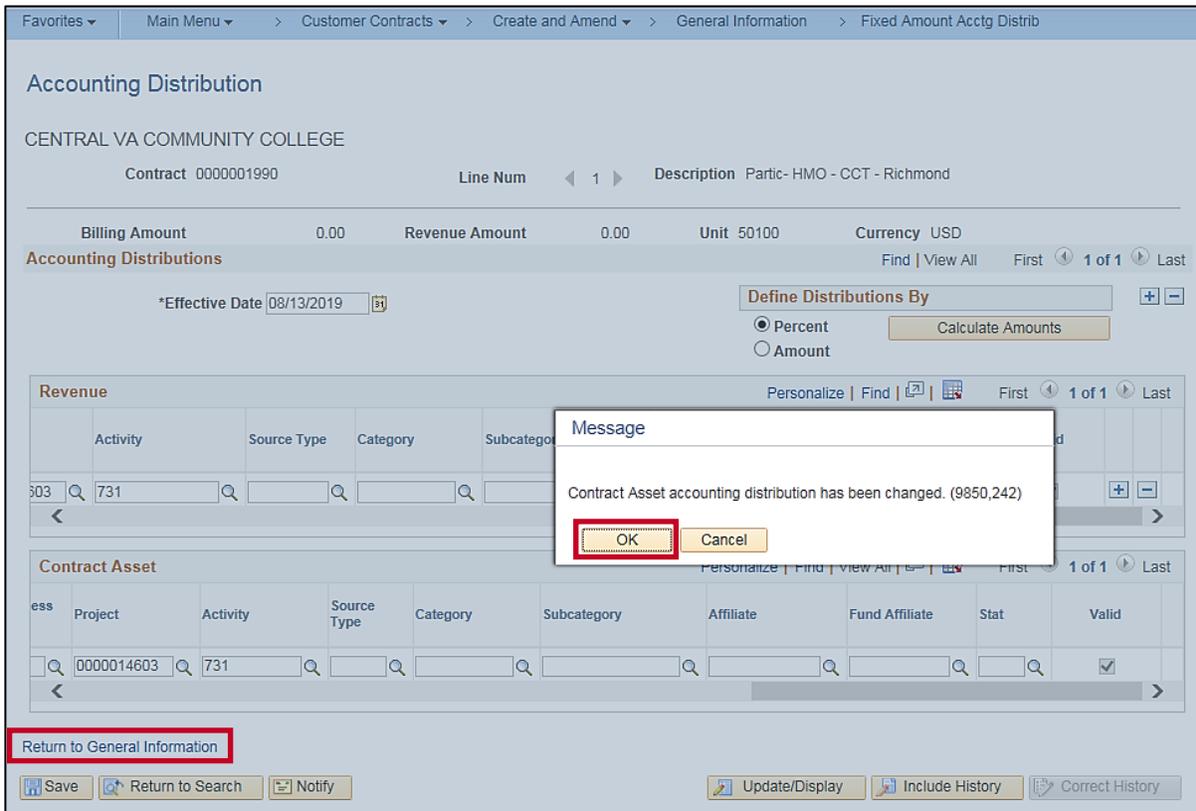
Define Distributions By Percent Amount

Revenue									
Personalize Find <input type="text"/> <input type="text"/> <input type="text"/> First ◀ 1 of 1 ▶ Last									
	Activity	Source Type	Category	Subcategory	Affiliate	Fund Affiliate	Stat	Valid	
603	731							<input checked="" type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Contract Asset									
Personalize Find View All <input type="text"/> <input type="text"/> <input type="text"/> First ◀ 1 of 1 ▶ Last									
ess	Project	Activity	Source Type	Category	Subcategory	Affiliate	Fund Affiliate	Stat	Valid
	0000014603	731							<input checked="" type="checkbox"/>

[Return to General Information](#)

107. Scroll to the end of each line to verify that the **Valid** checkbox is checked.
108. Click the **Save** button.



Accounting Distribution

CENTRAL VA COMMUNITY COLLEGE

Contract 0000001990 Line Num 1 Description Partic- HMO - CCT - Richmond

Billing Amount 0.00 Revenue Amount 0.00 Unit 50100 Currency USD

Accounting Distributions

*Effective Date 08/13/2019

Define Distributions By

Percent Amount

Calculate Amounts

Revenue

Activity	Source Type	Category	Subcategory
731			

Contract Asset

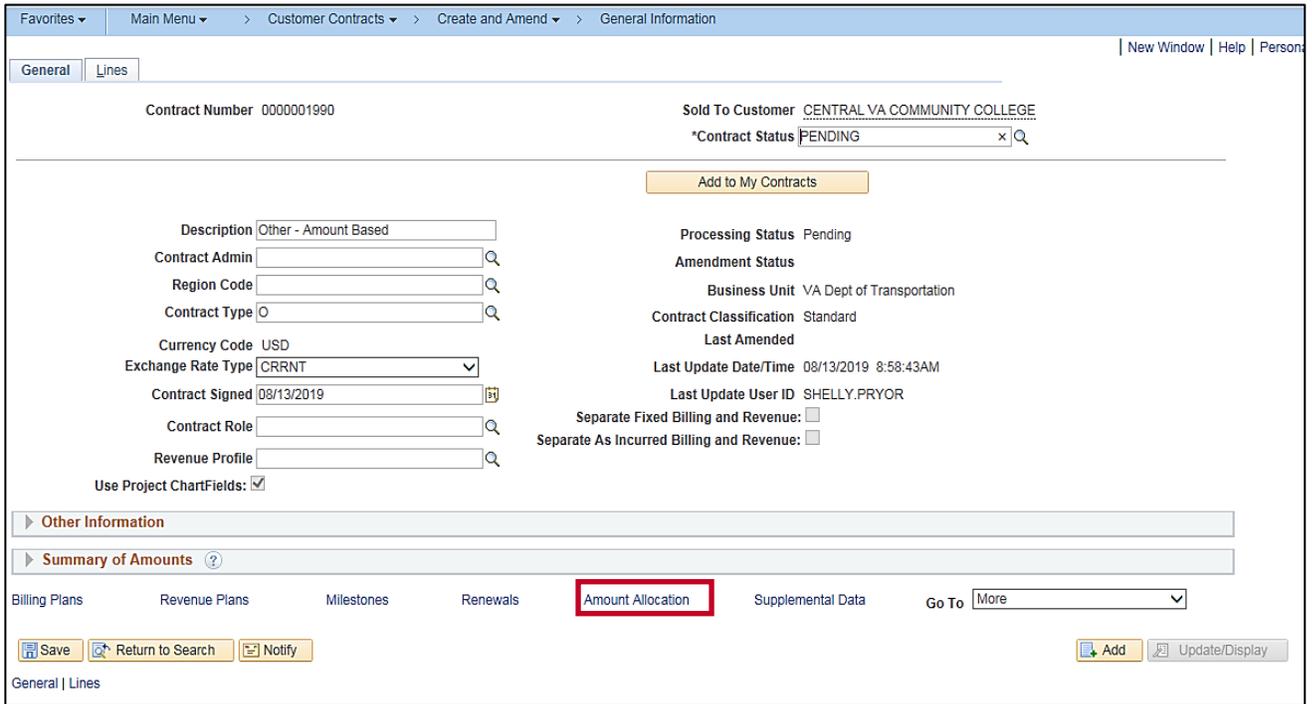
Project	Activity	Source Type	Category	Subcategory	Affiliate	Fund Affiliate	Stat	Valid
0000014603	731							<input checked="" type="checkbox"/>

Return to General Information

Save Return to Search Notify Update/Display Include History Correct History

109. A message displays indicating **Contract Asset accounting distribution has been changed.**
110. Click the **OK** button.
111. Click the **Return to General Information** hyperlink.

Allocate Amounts



Contract Number 000001990 Sold To Customer CENTRAL VA COMMUNITY COLLEGE
*Contract Status PENDING

Add to My Contracts

Description Other - Amount Based Processing Status Pending
Contract Admin Amendment Status
Region Code Business Unit VA Dept of Transportation
Contract Type O Contract Classification Standard
Currency Code USD Last Amended
Exchange Rate Type CRRNT Last Update Date/Time 08/13/2019 8:58:43AM
Contract Signed 08/13/2019 Last Update User ID SHELLY.PRYOR
Contract Role Separate Fixed Billing and Revenue:
Revenue Profile Separate As Incurred Billing and Revenue:
Use Project ChartFields:

Other Information

Summary of Amounts

Billing Plans Revenue Plans Milestones Renewals **Amount Allocation** Supplemental Data Go To More

Save Return to Search Notify Add Update/Display

112. The **Contract Lines** page displays. Click **General** tab.

Click the **Amount Allocation** hyperlink at the bottom of the page.

[Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Create and Amend](#) > [General Information](#) > [Amount Allocation](#)
| [New Window](#) | [Help](#) | [Personalize Page](#) |

Billing Allocation

Contract 0000001990 Sold To Customer 0000000120 [CENTRAL VA COMMUNITY COLLEGE](#)
 Business Unit 50100 Currency USD Contract Admin

Contract Billing

Total Billing Unallocated Billing 0.00

Fixed Billing

Fixed Billing Unallocated Fixed Billing 0.00
 Billing Discounts/Surcharges 0.00 Inclusive Prepays 0.00
 Net Fixed Billing 50,000.00 Allocation

Contract Line Pricing
Personalize | Find | | First 1 of 1 Last

Retrieve Billing Price	Line	Product	Bundle	Price Type	Quantity	Extended Price	Billing Amount	Billing Discounts/Surcharges	Net Billing	Simulate Billing Pricing	Actions
<input type="checkbox"/>	1	AMT_PROJE81		Amount	<input type="text" value="1.0000"/>	0.00	<input type="text" value="50,000.00"/>	0.00	50,000.00	Simulate Billing Pricing	▼ Actions

Select All Clear All

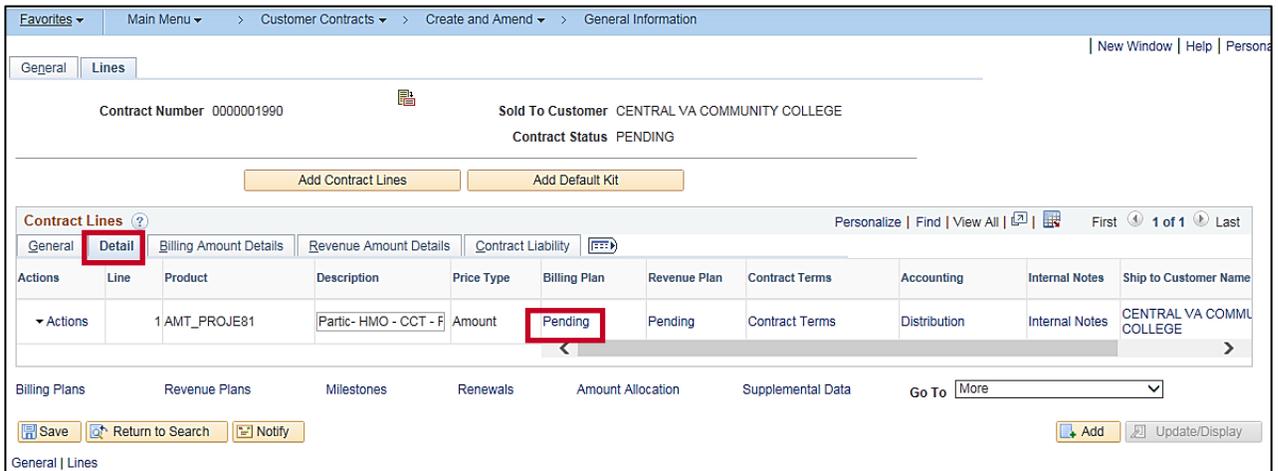
Line Totals

Billing Amount	Recurring Billing	Billing Limit	Total Billing
50,000.00	0.00	0.00	50,000.00

Prepays
[Return to General Information](#)

113. The **Amount Allocation** page, **Billing Allocation** tab displays.
114. In the **Contract Billing** section, enter the billing limit in the **Total Billing** field.
115. **Fixed Billing**: Is prepopulated with the **Fixed Billing** amount you entered on the **General Information** page.
116. In the **Contract Line Pricing** section, enter the **Fixed Billing** amount in the **Billing Amount** field. The **Billing Amount** and **Fixed Billing** fields must match.
117. Click the **Recalculate** button. The **Allocation** field, in the **Fixed Billing** section, updates from **Incomplete** to **Complete**. The **Unallocated Fixed Billing** and **Unallocated Billing** fields are now \$0.
118. Click the **Save** button.
119. Click the **Return to General Information** hyperlink. The **General Information** page displays.
120. Click the **Lines** tab.

501 PA354: Create Non-Federal Amount-Based Contract



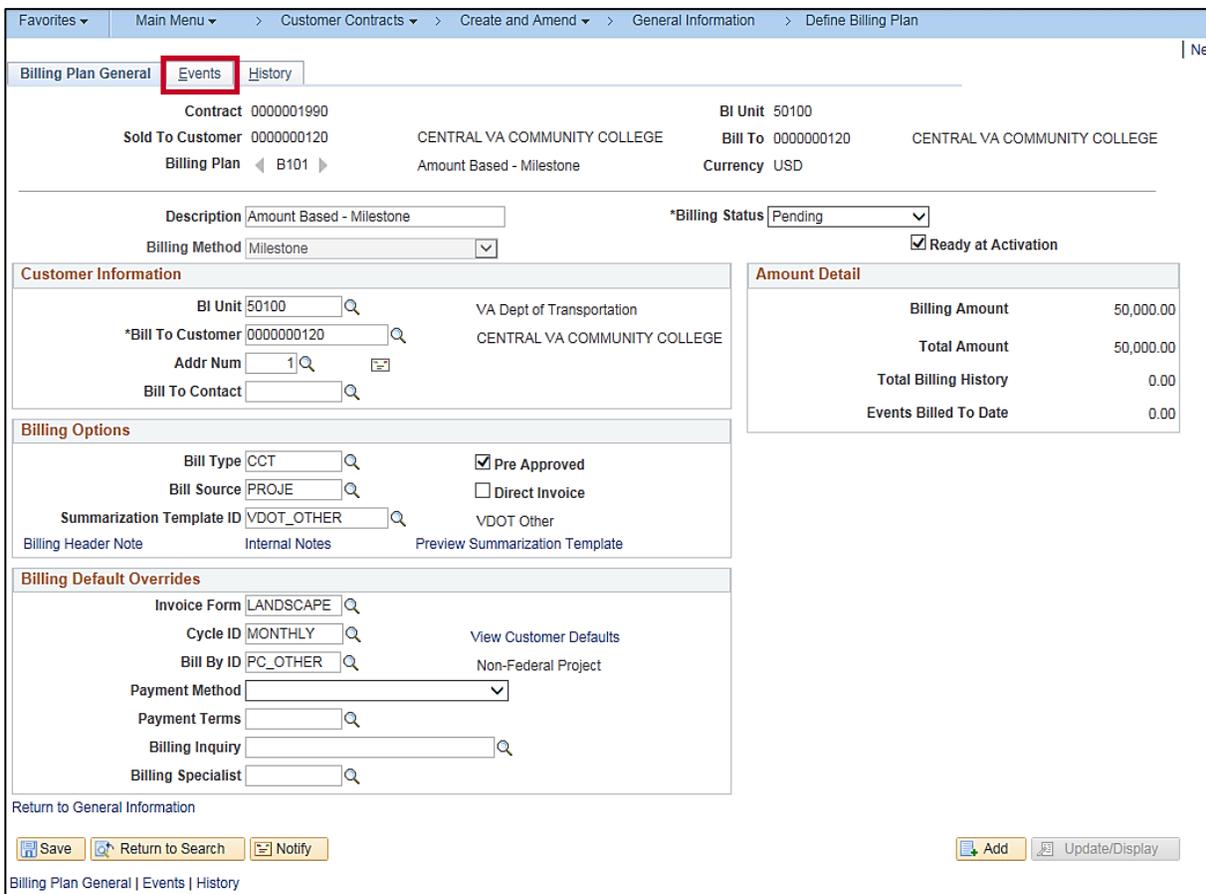
Contract Number 0000001990 Sold To Customer CENTRAL VA COMMUNITY COLLEGE
Contract Status PENDING

Contract Lines

Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
▼ Actions	1	AMT_PROJE81	Partic- HMO - CCT - F	Amount	Pending	Pending	Contract Terms	Distribution	Internal Notes	CENTRAL VA COMMU COLLEGE

121. Click the **Contract Lines** section, **Detail** tab.

122. Click the **Billing Plan** status hyperlink (Pending). The **Define Billing Plan** page, **Billing Plan General** tab displays.



Contract 0000001990 BI Unit 50100
Sold To Customer 0000000120 CENTRAL VA COMMUNITY COLLEGE Bill To 0000000120 CENTRAL VA COMMUNITY COLLEGE
Billing Plan B101 Amount Based - Milestone Currency USD

Description Amount Based - Milestone *Billing Status Pending
Billing Method Milestone Ready at Activation

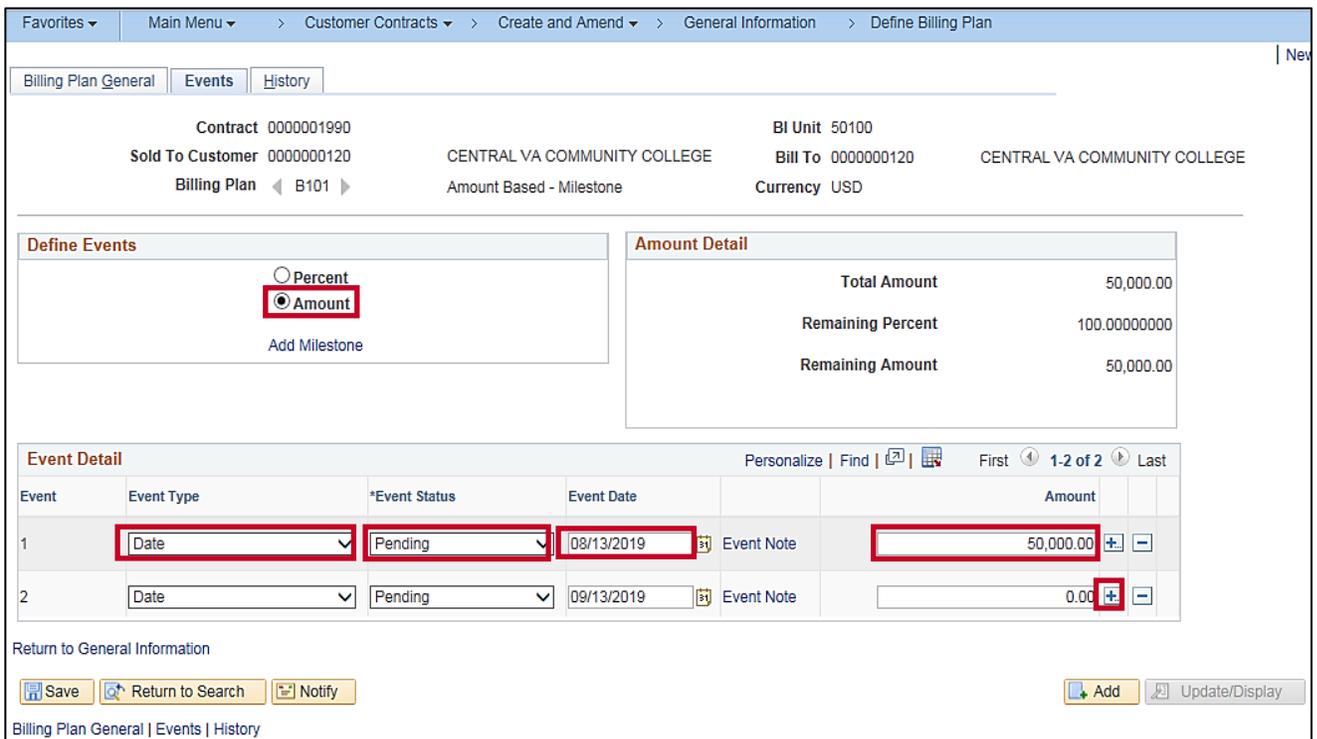
Customer Information		Amount Detail	
BI Unit	50100 VA Dept of Transportation	Billing Amount	50,000.00
*Bill To Customer	0000000120 CENTRAL VA COMMUNITY COLLEGE	Total Amount	50,000.00
Addr Num	1	Total Billing History	0.00
Bill To Contact		Events Billed To Date	0.00

Bill Type CCT Pre Approved
Bill Source PROJE Direct Invoice
Summarization Template ID VDOT_OTHER VDOT Other

Invoice Form LANDSCAPE
Cycle ID MONTHLY View Customer Defaults
Bill By ID PC_OTHER Non-Federal Project
Payment Method
Payment Terms
Billing Inquiry
Billing Specialist

123. The **Define Billing Plan** page, **Billing Plan General** tab displays.

124. Click the **Events** tab.



Contract 0000001990 BI Unit 50100
 Sold To Customer 0000000120 CENTRAL VA COMMUNITY COLLEGE Bill To 0000000120 CENTRAL VA COMMUNITY COLLEGE
 Billing Plan ◀ B101 ▶ Amount Based - Milestone Currency USD

Define Events
 Percent
 Amount
 Add Milestone

Amount Detail
 Total Amount 50,000.00
 Remaining Percent 100.00000000
 Remaining Amount 50,000.00

Event	Event Type	*Event Status	Event Date	Event Note	Amount
1	Date	Pending	08/13/2019		50,000.00
2	Date	Pending	09/13/2019		0.00

Return to General Information
 Save Return to Search Notify Add Update/Display

Amount-based contracts **Billing** and **Revenue Plans** are based on meeting specific goals identified in the contract. In Cardinal, goals are identified as **Events**. You can add multiple events to the contract on the **Events** tab. The sum of the **Event** lines cannot exceed the contract's **Fixed Billing** amount. **The Fixed Billing** amount display in the **Amount Detail** section, **Amount** field.

125. This tab allows you to define billing **Events** for the **Billing Plan**. In the **Define Events** section, select the **Amount** radio button.

126. In the **Event Detail** section:

- a. The sum of the **Event** lines cannot exceed the contract's **Fixed Billing** amount. The **Fixed Billing** amount displays in the **Amount Detail** section, **Total Amount** field.
- b. If the **Fixed Billing** needs to be billed in multiple installments, use the (+) button to add additional **Events**. The same number of **Events** should also be added to the **Revenue Plan**.
- c. For **Event** line 1 and any additional **Event** lines you add, update as follows:
 - i. **Event Type**: defaults to **Date**. Do not change.
 - ii. **Event Status**: Change from Ready to Pending.
 - iii. **Event Date**: Represents the billing date as defined by the contract. Defaults to the current date. You can change the date.
 - iv. **Amount**: Enter the amount for this billing event (e.g., **5,000.00**).

Favorites ▾ Main Menu ▾ > Customer Contracts ▾ > Create and Amend ▾ > General Information > Define Billing Plan

Billing Plan General | **Events** | History

Contract 0000001990 BI Unit 50100
 Sold To Customer 0000000120 CENTRAL VA COMMUNITY COLLEGE Bill To 0000000120 CENTRAL VA COMMUNITY COLLEGE
 Billing Plan ◀ B101 ▶ Amount Based - Milestone Currency USD

Define Events

Percent
 Amount

Add Milestone

Amount Detail

Total Amount 50,000.00

Remaining Amount 0.00

Event Detail Personalize | Find | | First 1-2 of 2 Last

Event	Event Type	*Event Status	Event Date	Event Note	Amount
1	Date	Ready	08/13/2019	Event Note	50,000.00 + -
2	Date	Pending	09/13/2019	Event Note	0.00 + -

[Return to General Information](#)

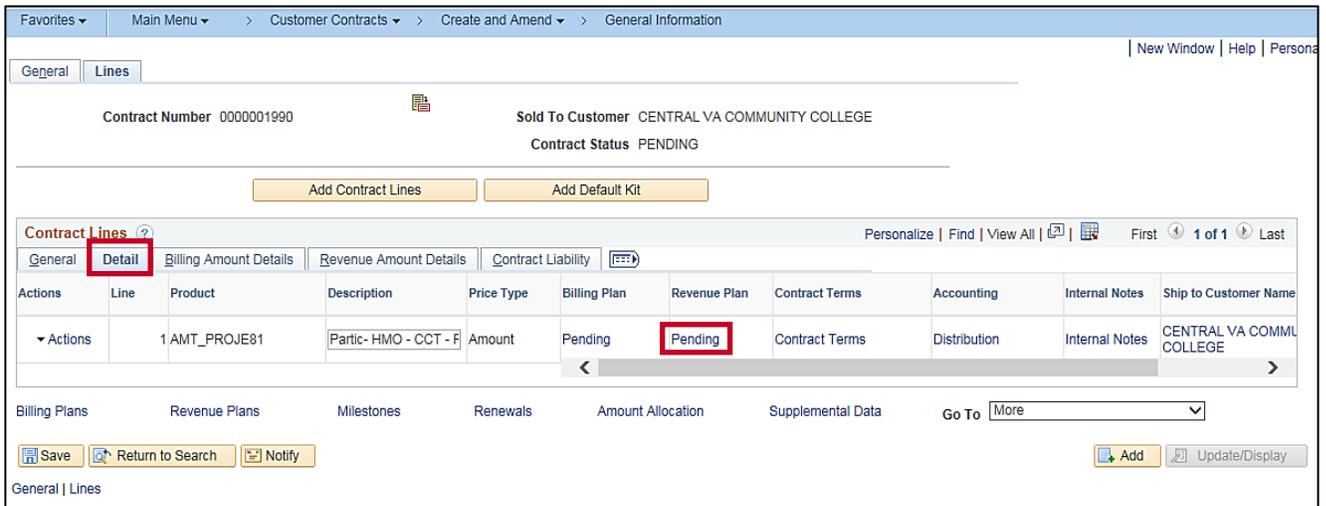
[Save](#) [Return to Search](#) [Notify](#)

[Add](#) [Update/Display](#)

Billing Plan General | Events | History

- i. **Event Status:** Change all events from **Pending** to **Ready**, except the **Event** with **\$0 Amount**, it should remain **Pending**.

127. Click the **Save** button. Saving updates the **Remaining Amount** to include the new **Event(s)**. If there is an amount remaining, an error message will appear when the contract is activated indicating that the **Total Amount** must equal the sum of the **Event Amounts**. The **Event Amount(s)** must be updated or an additional **Event** must be added so that the remaining amount updates to \$0.
128. Make a note of the **Event** line numbers, **Event Dates**, and **Event Amounts** you entered so you can enter those same dates and amounts on the **Revenue Plan**.
129. Click the **Return to General Information** hyperlink. The General Information page displays.
130. Click the **Lines** tab.



Contract Number 0000001990 Sold To Customer CENTRAL VA COMMUNITY COLLEGE
Contract Status PENDING

Add Contract Lines Add Default Kit

Contract Lines Personalize | Find | View All | First 1 of 1 Last

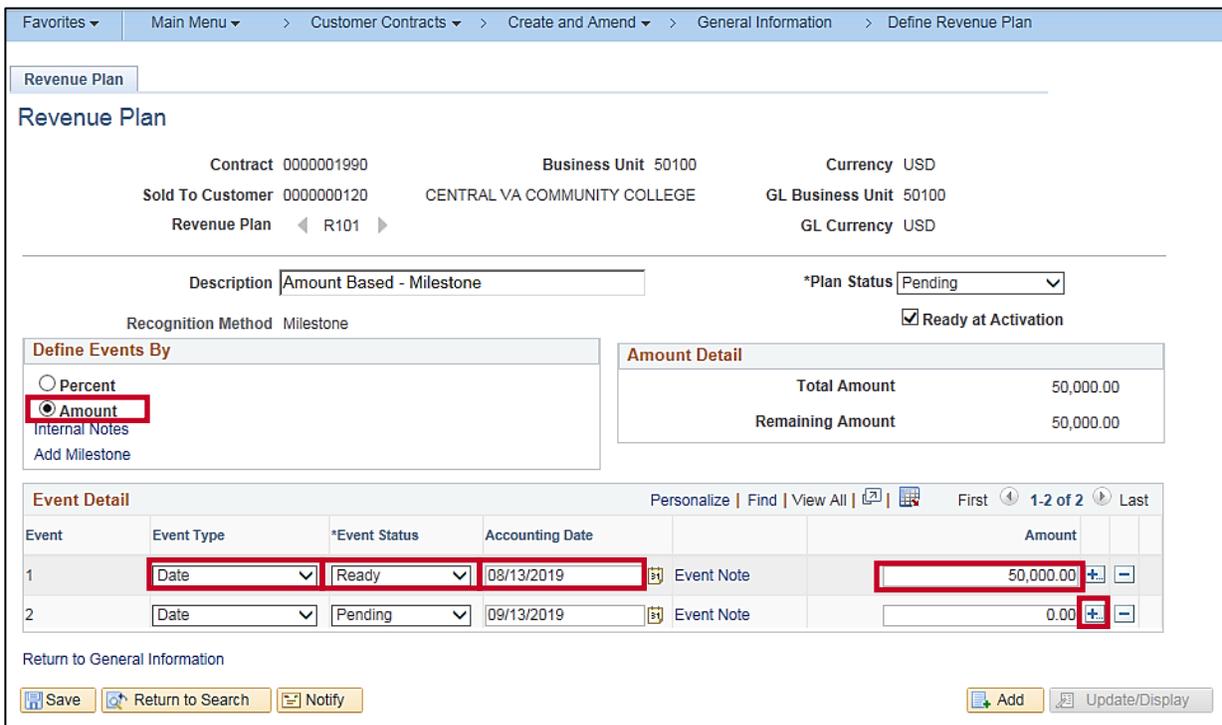
Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
Actions	1	AMT_PROJE81	Partic- HMO - CCT - F	Amount	Pending	Pending	Contract Terms	Distribution	Internal Notes	CENTRAL VA COMM COLLEGE

Billing Plans Revenue Plans Milestones Renewals Amount Allocation Supplemental Data Go To More

Save Return to Search Notify Add Update/Display

131. Click the **Detail** tab.

132. Click the **Revenue Plan** status hyperlink. The **Define Revenue Plan** page, **Revenue Plan** tab displays.



Revenue Plan

Contract 000001990 Business Unit 50100 Currency USD
 Sold To Customer 000000120 CENTRAL VA COMMUNITY COLLEGE GL Business Unit 50100
 Revenue Plan R101 GL Currency USD

Description Amount Based - Milestone *Plan Status Pending
 Recognition Method Milestone Ready at Activation

Define Events By

Percent
 Amount
 Internal Notes
 Add Milestone

Amount Detail

Total Amount	50,000.00
Remaining Amount	50,000.00

Event Detail

Event	Event Type	*Event Status	Accounting Date	Event Note	Amount
1	Date	Ready	08/13/2019	Event Note	50,000.00
2	Date	Pending	09/13/2019	Event Note	0.00

Return to General Information

Save Return to Search Notify Add Update/Display

133. The **Define Revenue Plan** page, **Revenue Plan** tab displays.

The **Revenue Plan** contains a list of **Events** defining when revenue is recognized for each contract line assigned to that **Revenue Plan**. Revenue is recognized when amounts are billed, so the **Billing Plan** and **Revenue Plan** must match. Access the **Revenue Plan** to enter the same information that you entered on the **Billing Plan**.

134. In the **Define Events By** section, select the **Amount** radio button.

135. In the **Event Detail** section:

- If multiple events were entered on the **Billing Plan**, enter the same number of **Revenue Events**, with identical **Event** line numbers, **Event (Accounting) Dates**, and **Event Amounts**. Use the (+) button to add additional **Events**.
- Event Type**: defaults to **Date**. Do not change.
- Event Status**: Change all events from **Pending** to **Ready**, except the **Event** with **\$0 Amount**, it should remain **Pending**.
- Accounting Date**: Enter the **Event Date** as entered on **Event Line 1** of the **Billing Plan**. If multiple events were entered on the **Billing Plan**, there should be the same number of **Revenue Events** with identical **Event** line numbers, **Event (Accounting) Dates**, and **Event Amounts**.
- Amount**: Enter the same amount entered on **Event** line **1** of the **Billing Plan** (e.g., **5,000.00**). If multiple events were entered on the **Billing Plan**, enter the same number of **Revenue Plan Events**, with identical **Event** line numbers, **Event (Accounting) Dates**, and **Event Amounts**.

[Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Create and Amend](#) > [General Information](#) > [Define Revenue Plan](#)

Revenue Plan

Contract 0000001990 Business Unit 50100 Currency USD
 Sold To Customer 0000000120 CENTRAL VA COMMUNITY COLLEGE GL Business Unit 50100
 Revenue Plan ◀ R101 ▶ GL Currency USD

Description *Plan Status

Recognition Method Milestone Ready at Activation

Define Events By

Percent
 Amount
 Internal Notes

Amount Detail

Total Amount	50,000.00
Remaining Amount	50,000.00

Event Detail Personalize | Find | View All | |

Event	Event Type	*Event Status	Accounting Date	Event Note	Amount
1	<input type="text" value="Date"/>	<input type="text" value="Ready"/>	<input type="text" value="08/13/2019"/>	<input type="text" value="Event Note"/>	50,000.00 <input type="button" value="+"/> <input type="button" value="-"/>
2	<input type="text" value="Date"/>	<input type="text" value="Pending"/>	<input type="text" value="09/13/2019"/>	<input type="text" value="Event Note"/>	0.00 <input type="button" value="+"/> <input type="button" value="-"/>

[Return to General Information](#)

f. **Event Status:** Change all events from **Pending** to **Ready**, except the **Event** with **\$0 Amount**, it should remain **Pending**.

136. Click the **Save** button. Saving updates the **Remaining Amount** to include the new **Event(s)**. If there is an amount remaining, an error message will appear when the contract is activated indicating that the **Total Amount** must equal the sum of the **Event Amounts**. The **Event Amount(s)** must be updated or an additional **Event** must be added so that the remaining amount updates to **\$0**.

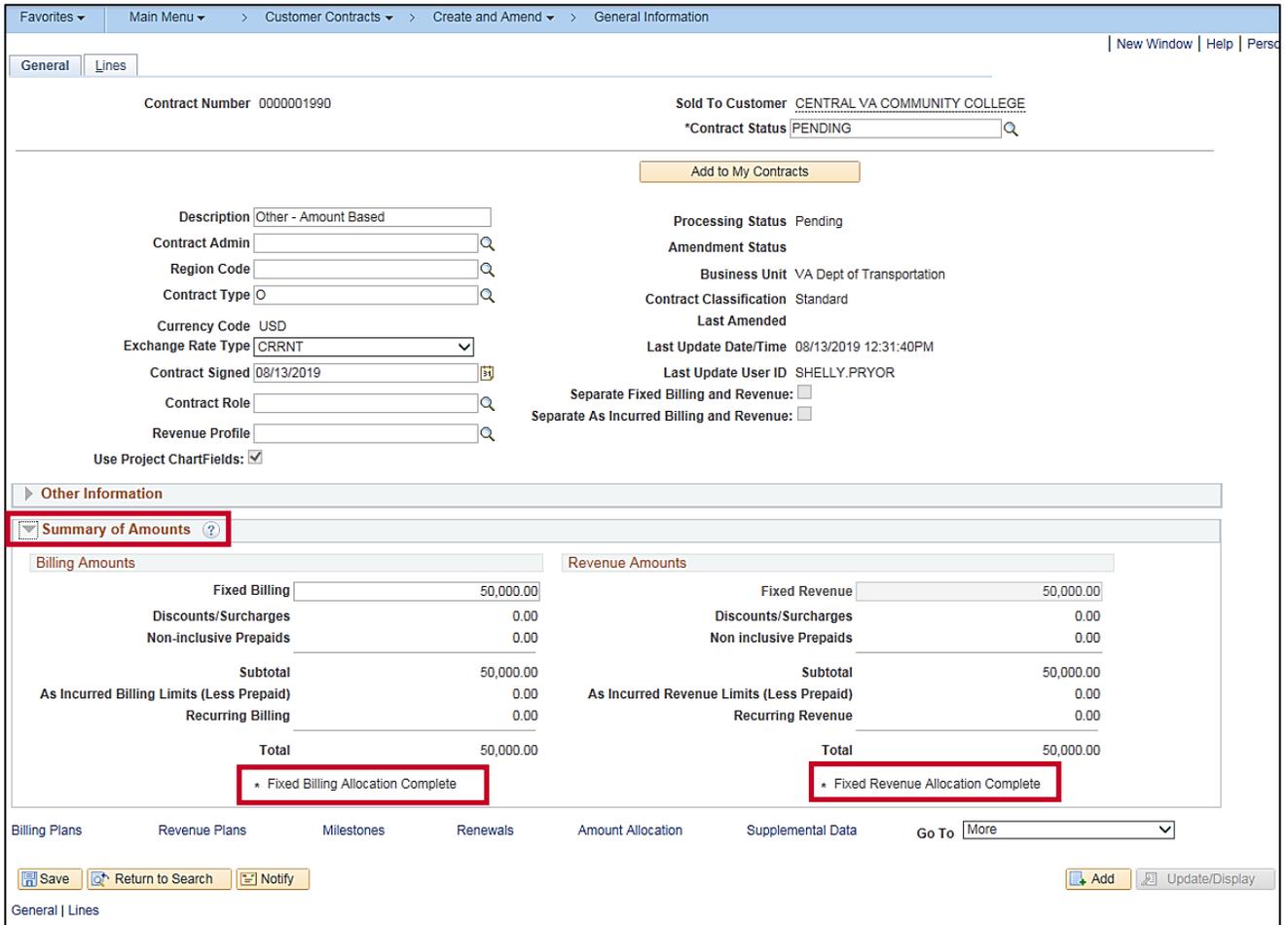
137. Click the **Return to General Information** hyperlink.

138. The **General Information** page, **General** tab displays.

501 PA354: Create Non-Federal Amount-Based Contract

Activate the Contract

After you create the contract, add contract line(s), set **Transaction Limits**, define the **Rate Set**, and link the projects and activities, you can set the **Contract Status** to **Active**. Activating a contract indicates that all data for the contract has been entered into Cardinal. Activating a customer contract requires the same steps for every contract, regardless of type. This task is performed by the reviewer.



The screenshot shows the 'General Information' page for a contract. The 'Contract Number' is 0000001990 and the 'Sold To Customer' is CENTRAL VA COMMUNITY COLLEGE. The '*Contract Status' is set to 'PENDING'. The 'Description' is 'Other - Amount Based'. The 'Currency Code' is 'USD' and the 'Exchange Rate Type' is 'CRRNT'. The 'Contract Signed' date is 08/13/2019. The 'Last Update Date/Time' is 08/13/2019 12:31:40PM. The 'Last Update User ID' is SHELLY.PRYOR. There are checkboxes for 'Separate Fixed Billing and Revenue' and 'Separate As Incurred Billing and Revenue', both of which are currently unchecked. The 'Use Project ChartFields' checkbox is checked.

The 'Other Information' section is expanded to show the 'Summary of Amounts' section. This section is divided into 'Billing Amounts' and 'Revenue Amounts'. Both sections show a 'Total' of 50,000.00. Below each table, there are messages: '* Fixed Billing Allocation Complete' and '* Fixed Revenue Allocation Complete'. The 'Summary of Amounts' section is highlighted with a red box.

Billing Amounts		Revenue Amounts	
Fixed Billing	50,000.00	Fixed Revenue	50,000.00
Discounts/Surcharges	0.00	Discounts/Surcharges	0.00
Non-inclusive Prepays	0.00	Non inclusive Prepays	0.00
Subtotal	50,000.00	Subtotal	50,000.00
As Incurred Billing Limits (Less Prepaid)	0.00	As Incurred Revenue Limits (Less Prepaid)	0.00
Recurring Billing	0.00	Recurring Revenue	0.00
Total	50,000.00	Total	50,000.00

- From the **General Information** page, **General** tab, use the arrow next to the **Summary of Amounts** section to expand the section.
- The messages ***Fixed Billing Allocation Complete** and ***Fixed Revenue Allocation Complete** appear under the **Billing Amounts** and **Revenue Amounts** sections. These messages will disappear when the **Contract Status** is updated to **Active**.

501 PA354: Create Non-Federal Amount-Based Contract

Favorites > Main Menu > Customer Contracts > Create and Amend > General Information
 New Window | Help | Person

General | Lines | Amendments

Contract Number 0000001990 Sold To Customer CENTRAL VA COMMUNITY COLLEGE
 Amendment Number 0000000000 *Contract Status ACTIVE

Amend Contract Add to My Contracts

Description Other - Amount Based Processing Status Active
 Contract Admin Amendment Status
 Region Code Business Unit VA Dept of Transportation
 Contract Type O Contract Classification Standard
 Currency Code USD Last Amended
 Exchange Rate Type CRRNT Last Update Date/Time 08/13/2019 1:36:47PM
 Contract Signed 08/13/2019 Last Update User ID SHELLY.PRYOR
 Contract Role Separate Fixed Billing and Revenue:
 Revenue Profile Separate As Incurred Billing and Revenue:
 Use Project ChartFields:

Other Information

Summary of Amounts

Billing Amounts		Revenue Amounts	
Fixed Billing	50,000.00	Fixed Revenue	50,000.00
Discounts/Surcharges	0.00	Discounts/Surcharges	0.00
Non-inclusive Prepays	0.00	Non inclusive Prepays	0.00
Subtotal	50,000.00	Subtotal	50,000.00
As Incurred Billing Limits (Less Prepaid)	0.00	As Incurred Revenue Limits (Less Prepaid)	0.00
Recurring Billing	0.00	Recurring Revenue	0.00
Total	50,000.00	Total	50,000.00

Billing Plans Revenue Plans Milestones Renewals Supplemental Data Go To More

Save Return to Search Notify Add Update/Display

General | Lines | Amendments

141. At the top of the page, change the **Contract Status** from **Pending** to **Active**.

142. Click the **Save** button.